

Board of Directors Meeting
24 Martin Road, Voorheesville, NY 12186
July 23, 2025 - 6:00pm
MINUTES

PRESENT: William Reinhardt, Ellen Doolin, Kevin Millington, Sue Dwyer, Christine Saplin, Ann Potts, Wendy Daignault, Keshana Owens-Cody; Via Zoom- Paul O'Connor

Staff: Lisa Godlewski, Lisa Buenau, Amy Shatsoff, Anthony Zumbolo, Barbara Stevens, Jessica Denno

Absent: Carolyn Anderson, Allyson Whiting, Sue Black, Theresa Rodriguez

I. **CALL TO ORDER:** By Christine Saplin @ 6:00 pm.

II. **WELCOME AND INTRODUCTIONS:** Welcome everyone. Some new faces here tonight: Amy has joined the team as our new Senior Manager for Sustainability and Environmental Health. Additionally, our new State Extension Specialist - Paul O'Connor - has joined us via Zoom. Introductions continue with all staff and board members present.

III. **APPROVAL OF MINUTES:**

- **Board of Directors – May 21, 2025**

MOTION: Motion to approve Board of Directors Minutes from May 21, 2025 meeting as presented made by Ann Potts, seconded by Bill Reinhardt. Approved unanimously.

- **Executive Committee – May 21, 2025**

MOTION: Motion to approve Executive Committee Minutes from May 21, 2025 meeting as presented made by Kevin Millington, seconded by Sue Dwyer. Approved unanimously.

IV. **REPORTS FROM OFFICERS:**

President- Carolyn Anderson was unable to attend.

Vice President- Christine notes appreciation of how the association is managed.

Treasurer- Kevin shares that the financial health of the organization is excellent. Expenditures right in line with budget.

Secretary- Sue Black was unable to attend.

V. **LEGISLATIVE REPRESENTATIVE REPORT:** Bill Reinhardt:

Currently, at the County level, the budget appears to be in a good place. Legislature is trying to get a handle on cuts at federal level- but we will have to see how the state responds to those cuts. Waiting for more information on SNAP related developments.

VI. **FINANCIAL REPORT:** Anthony Zumbolo reports:

- Closed through May. Cash is higher than historical due to transition of Broadview CD and moving to money market account with NBT. CDs and investments have been performing well- year-to-date they are up around 4%. Revenues are still reflecting positively; federal contracts are still behind due to various delays. Enterprise up due to Master Gardener fundraising. Expenses are still in line as planned. Agency fund line item is higher than usual- due to money that is passed through to CCE (e.g. 4H Capital Days).

MOTION: Motion to approve May 2025 financial statements, pending audit, as presented made by Ellen Doolin, seconded by Kevin Millington. Approved unanimously.

- Investment update- as previously shared, up 4% since January. Our Financial Advisor changed brokerage firms- the previous firm moved from Rochester to Arizona and shifted staffing support. As a result, our advisor moved to a larger firm, with more resources and support available. Fee structure will remain the same. Money will not be moving, advisor remaining the same.

MOTION: Motion to change investment broker account made by Ellen Doolin, seconded by Sue Dwyer. Approved unanimously.

- External audit complete. After the initial visit, auditors returned for half-day, everything went smoothly. They have had some staffing changes so there is a bit of a delay in receiving the report.

VII. **PUBLIC COMMENT:** No comments

VIII. **EXECUTIVE DIRECTOR REPORT:** Lisa Godlewski reports:

- County Budget- 2026 proposed budget request has been submitted. Requesting a slight increase, mostly due to our need to account for urban office
- Urban Office/Rental Space- To summarize, determined that we needed to move out by July 1st instead of July 31st - moved into action, rented a storage unit, moved out of that office, relocated educators to Voorheesville. One staff member is currently being hosted by the Albany Housing Authority @ 200 Green Street to remain accessible to HEAP clients. Continuing to request conversations with the County to try to find solutions for an urban space- with the SNAP changes on the horizon, our requirements for space may change. We continue

to advocate for proximity to other county offices, as we believe we can offer synergies/work in tandem with those offices. HEAP usually begins in early November, so we still have a bit of time. Operations staff have been working with a broker to find leasing space – if other solutions do not materialize.

- SNAP-Ed- is currently out of the federal budget beginning October 2025 (separate from SNAP benefit dollars). Waiting to see what will happen- conversations ongoing between ODTA and USDA regarding a possible extension. Seven staff could be affected. Requested the county consider funding a much smaller nutritional educational program in lieu of the loss of the SNAP-Ed program. We are hoping we can keep nutritional education going as we serve close to 10,000 youth and adults annually. Food resource management, chronic disease and obesity prevention, and food safety are linked to key priority areas of the county's community health improvement plan as well.
- State Funding- No other impact that we know of yet. Continually working on contingency plans. In addition to the loss of SNAP-Ed staff, there is an expected \$200,000-deficit projected to the whole association with the loss of SNAP Ed as well. Ellen asked if there are any opportunities within CCE to employ any of the seven staff that might lose their grant. All staff are notified of all open positions within CCE Albany, and the jobs are posted in a central location with other extension positions as well.
- New Ford Transit Purchased- will be registered and ready for use very soon! The old Ford van has major repairs needed. Due to a higher-than-expected value, we will go through the bidding process to sell the Ford van.

IX. STANDING COMMITTEES: No reports

X. PROGRAM REPORTS:

For Human Ecology: Lisa Buenau reports:

- Move from Green Street – amazing staff assisted with a condensed moving schedule, and we were able to complete the entire move within two weeks.
- Currently assisting with the Albany County Summer Youth Employment Program. We generally support youth and employers in southern Albany and the Hilltowns. Last year, we provided training and were asked to extend this training to several locations this year.
- Great response for financial literacy and parenting educator position. Aiming to broaden the position and have several candidates lined up for interviews. Additional vacancy in the Community Specialist position. With advance notification we were able to advertise quickly and began accepting applications. Aiming to hire for this position within a month.

For 4-H: Barb Stevens reports:

- Normanskill Farm Programming – In June, CCE educators reached over 700 youth from city of Albany elementary schools.
- Four interns working with CCE from the Albany County Legislature are doing phenomenal work and learning a lot. One is planning to work with our CAAHP Agronomist to learn more

about what is happening at the solar farm research project on growing strawberries managed by a Cornell faculty member. We have done the planting and maintenance, will be harvesting and collecting data. This opportunity arose from the research facility in Ulster County that was looking for assistance closer to the site.

- Garden Adventure Program – The Master Gardeners did a great job for youth enrollees.
- Adventures in 4H Program was offered this year, in lieu of our dog program- teaching STEM topics, environmental programming, nutrition and dairy, and farm animals here one day.
- Farm Adventure Week upcoming- where youth visit a different farm every day- 12 youth signed up for the program.
- Educators also offer educational sessions with Guilderland and Bethlehem YMCA summer programs.
- Planning meeting with Albany County DCYF department regarding our Urban Grant.
- Preparing for the Altamont Fair- 4-H Livestock Club holding rabbit and chicken showmanship clinic.

For Sustainability and Environmental Health: Amy Shatsoff reports:

- Healthy Homes educators visited 116 dwellings during the second quarter, a slight increase from the previous quarter. Also presented during Upstate New York Poison Control quarterly online seminar series- webinar included 40 attendees representing 24 different NYS housing and environmental health related organizations. Healthy Homes team added QR code to flyer- have been receiving additional referrals and signups through this avenue.
- Completed re-accreditation process with the EPA for abatement worker course- now accredited for next four years. Work progressed on putting together curriculum materials for lead abatement supervisor course. Plan to be accredited to teach abatement supervisor training by end of 2025. Losing an EPA Lead educator but have a strong candidate to fill.
- Energy group is working on a new campaign to provide heat pump water heaters. Developing outreach materials and completed the first install for a client today.
- Hiring Climate Resilience Educator- please share the posting with your network.

For Master Gardeners (MG): Christine Saplin reports:

- Saturday, May 31st, we held our (soggy) plant sale. The event moved indoors and was very well attended. Showing a \$4,000 profit, starting to plan for next year to be on May 30th. Ordering the plant plugs to start.
- Speakers' bureau has 43 presentations scheduled from now until fall. Developing a workshop offering around seed saving for the fall with the Fort Orange Garden Club.
- Garden tour numbers have been low- thinking because of the heat.
- Children's Garden Adventure- garden based learning week- 21 children attended, and 14 MG assisted. The program entailed planting raised beds- each broken up into pollinator groups- children looked at catalogs, planned layout, etc. One was based on the Homegrown National Park idea from Doug Tallamy, another was a three sister's garden. Very creative and fun!

- Children's Gardens has a garden library- built by an eagle scout where children can look at books while parents tour the garden.
- Seven preschoolers in the Spring Little Sprouts program, fall offering is opening soon!
- Compost area will have some replacement framing installed.
- Gazebo replacement is hopefully in our future as part of the 'Help Us Grow Fundraiser.'
- Starting to interview applicants for MG volunteer class for 2025. Training begins in September, and we are looking forward to the new class!
- Ice cream social planned for summer gardening program, and an additional ice cream social for Town of Bethlehem Garden that was planted as a pollinator garden

For Agriculture/Horticulture: Lisa Godlewski reports:

- Cut flower workshops continue; The Horticulture specialist is getting calls to speak at different workshops across the region.
- CAAHP staff are involved in regional agritourism through statewide program work teams.
- Spring turnouts happened, as well as twilight garden tours- chances for producers to meet with specialist on a particular topic.
- Northeast Luminary Tour occurred for livestock producers- CCE livestock educator has a small project to spread this education across the state.
- Agronomy educator is providing ongoing support to the solar research project in Ravena.
- CAAHP team facilitated 117 consultations and 53 regional farm visits.
- ENYCH team – (vegetables, tree fruit, small fruit, grapes, etc.) A Weekly vegetable newsletter recognizing trends happening with plants and sharing pertinent information.
- Fair season- Ag and Horticulture educators are very involved across the region.
- Local Ag team has a equine workshop offering next week.

XI. OLD BUSINESS: Lisa Godlewski reports:

- SBN- previously discussed statewide evaluation process is ongoing. The Director of Extension has informed us this week that they have received a lot of great data and have decided to extend the evaluation process for another full year.
 - Paul added we had an over 50% response rate to a survey that went out to 170 people. Many indicated that they want to work on making the SBN structure better which included discussions about how to collaborate and work together better. There is a lot of instability. Director wants to extend evaluation process through end of 2026 to continue to evaluate and develop solid processes and procedures to support programming.
- Systemwide Updates- Salesforce CRM project is coming to fruition, and it is very exciting to see how new system will allow. New association websites are also being developed, with the first association converters this fall. There are many different areas of improvement that will help to connect our platforms to further enhance our interactions with the end user.

XII. NEW BUSINESS: Lisa Godlewski reports:

- Paul O'Connor (State Extension Specialist) notes:
 - SNAP-Ed has 160 people connected across the state. Holding sessions to try to get EDs various tools that they need during this unfortunate situation of losing nutrition education and educators (should it occur).
 - In September, Extension Admin is hoping to have a board member join their EDs for the Executive Leadership Conference.
 - Paul asked if there is ever any feedback at any time to please let him know.

XIII. INFORMATIONAL REPORTS: no reports

XIV. ADJOURNMENT:

MOTION: Motion to adjourn by Ellen Doolin, seconded by Wendy Daignault. Approved unanimously.

Adjourned- 6:51 pm.

Next Board Meeting: Wednesday, September 17, 2025, 6:00 pm