

**Cornell Cooperative Extension Association of Clinton County
Board of Directors Meeting Minutes (CCE Meeting Room)
March 11, 2025**

Wanda Carroll - No	Matthew Douthat - Yes	Rachel Dutil - Yes
Ely Giroux - Yes	Marisa Lenetsky - Yes	Alexandra Mesick - Yes
Norma Menard - Yes	Fred Palmer - No	Chrysa Rabideau - No
Courtney Rock - Yes	Rob Timmons - Yes	Shannon Thayer - Yes
Total Voting Members Present = 8		
Other Present: Linda Gilliland (Executive Director), Robert Swem (Finance Coordinator), Gretchen Uhler (Lead Finance Manger via Zoom), Lois McClurg (Operations Coordinator)		

President Rob Timmons called meeting to order at 6:34pm.

1. Agenda approved: Matthew Douthat moved, and Rachel Dutil seconded.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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2. Minutes: Courtney Rock moved, seconded by Norma Menard to approve the minutes of the February 18th, 2025 meeting.
3. Financials: Robert Swem, Finance Coordinator, presented a detailed review of the financials to the board. Some of which included the Year-End transfers, December 2024 financials as well as the notes to the Financial Statements. Highlights included: Total cash: \$341,773.07. The 2024 YE total current assets were \$403,434.94. Total right-of-use assets of \$193,085.40. Total current liabilities of \$79,300.13. Total non-current liabilities of \$151,765.61. General fund balance (pending transfers) of \$193,808.72. Net designated funds of \$243,724.01 for net unrestricted assets of \$437,532.73. Net liabilities and fund balances of \$668,798.47. Total revenue \$835,837.27. The total YE expenses for 2024 of \$768,618.09. The fixed assets have been fully depreciated with a Net Zero balance. The statement of Functional Expenses yielded a 65% Program, 31% Management and 4% Fundraiser ration and the Right of Use Asset Leases including the building as well as the copier. The percentage of functional expenses for management was higher than the 20% optimal due to a reduction in programming staff. This will probably have a finding on our campus review due to the higher management percentage. CCE ended the year with 16.219 months of sustainable liquidity, which is very healthy. Financial and year-end documents given to each board member at the time of the meeting.

- a. Ely Giroux moved, seconded by Alexandra Giroux Motion to Approve New Fund Accounts.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes	Yes = 8
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- b. Motion to approve fund transfers including initial payment Marisa Lenetsky moved and seconded by Courtney Rock.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- c. Motion to approve December 2024 financials (pending audit). Rachel Dutil moved, seconded by Matthew Douthat.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- d. Motion to approve December 2024 Notes to the Financial Statements: Norma Menard moved and seconded by Courtney Rock.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- e. Motion to close 2024: Marisa Lenetsky moved, seconded by Matthew Douthat.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- f. Motion to open 2025 Rachel Dutil moved, seconded by Rob Timmons.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- g. Motion to redesignate the "4-H WOW Trip" fund to "4-H Leadership Trip" fund and redesignate the purpose of the fund from "Funds Designated for use on W.O.W Trip Tour Program" to "Funds Designated for use on 4-H Leadership Trips and Tours" motioned by Norma Menard, seconded by Matthew Douthat.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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4. Legislative Report – there is a worry and uncertainty about where we will be with sales tax given the new tariffs coming in by the Federal government.
5. Executive Director's Report: Linda mentioned her North Country Chamber of Commerce meeting – where there was a lot of discussion about tariffs and how this will affect the county. SNAP team is fully trained and have started programming. There was a Manure Road Show (March 8) at WH Miner Research Institute with 50 participants. 4-H teen ambassadors attended Food Justice Summit 2/27 at the Wild Center. They are the only youth group to attend. Upcoming Manure Pit Safety training April 8th also at the WH Miner Research Institute (First responders training) in conjunction with Lewis and St Lawrence counties. Staff to attend CPR and First Aid training on March 26th. Written report provided in board packets.
6. Program Committee
- a. 4-H Youth and Family Program Committee – 1st meeting was February 26th, 2025 – no report as Board rep was not present at the meeting but Linda provided an update. There was a Regional 4-H Horse Communication (26 youth) and 4-H Horse Bowl and Hippology (40 youth).
 - b. Agricultural Committee: Next meeting scheduled for April 28th, 2025. Apple tree grafting workshop was a success. Plant sale is community for the 1st Saturday in June (June 7). Ag Literacy is March 17-21. The Grape workshop is coming up March 22. We are monitoring the Avian Flu and backyard flocks with two upcoming Webinars
7. Old Business: Reminder to complete the Civil Rights and Sexual Harassment training before next BOD meeting May 20th – otherwise done at the end of that meeting
8. New Business
- a. Confidentiality agreement – signed by Board members in attendance.
 - b. June Board meeting rescheduled for June 24th, 2025
 - c. Annual meeting scheduled for October 28th, 2025
9. Communications - none

10. Next Meeting: Tuesday, May 20th @ 6:30pm

11. Motion to adjourn the meeting at 7:27pm moved by Rachel Dutil and seconded by Courtney Rock.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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Minutes prepared by Lois McClurg.