

**Cornell Cooperative Extension Association of Clinton County  
Board of Directors Meeting Minutes (CCE Meeting Room)  
May 20, 2025**

Wanda Carroll - Yes	Matthew Douthat - No	Rachel Dutil - Yes
Ely Giroux - Yes	Marisa Lenetsky - No	Alexandra Mesick -No
Norma Menard - Yes	Fred Palmer -Yes	Chrysa Rabideau - Yes
Courtney Rock - Yes	Rob Timmons - Yes	Shannon Thayer - Yes
Total Voting Members Present = 9		
Other Present: Linda Gilliland (Executive Director), Robert Swem (Finance Coordinator), Kevin Jordan (State Extension Specialist), Lois McClurg (Operations Coordinator)		

President Rob Timmons called meeting to order at 6:00pm.

1. Kevin Jordan our new State Extension Specialist introduced himself in his new role.
2. Tia Legge, CCE Agricultural Educator, gave a presentation on her programs and her events. Some highlights included CVPH Nurse's Appreciation tabling event – 13 tables, 16 topics. There was an agritourism event where we partnered with ROOST, North Country Chamber of Commerce, Rulf's Orchard, Adirondack Harvest and I Love NY which was attended by 14 farmers and 5 members of the above-mentioned organizations to discuss the successes and challenges of their agritourism organizations. CCE has a community garden in the Plattsburgh Housing Authority which will be used for MGv and 4-H programming.
3. Agenda approved: Wanda Carroll moved, and Rachel Dutil seconded.

Yes = 9	No = 0	Abstain = 0	Motion Carried - Yes
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4. Minutes: Courtney Rock moved, seconded by Norma Menard to approve the minutes of the March 11<sup>th</sup>, 2025 meeting.

Yes = 9	No = 0	Abstain = 0	Motion Carried - Yes
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5. Financials: Robert Swem, Finance Coordinator, presented a detailed review of the financials to the board.

2025– YTD - As of	Jan 31	Feb 28	Mar 31
Cash	\$310,178.71	\$360,693.18	\$400,323.14
Total Current Assets	\$460,148.21	\$438,668.91	\$489,346.83
Total Non-Current Assets	\$72,427.64	\$72,577.60	\$72,713.44
Right of Use Assets	\$189,773.59	\$186,438.42	\$183,079.74
Total Assets	\$722,349.44	\$697,684.93	\$745,140.01
Current Liabilities	\$133,352.70	\$117,280.01	\$167,740.35
Non-Current Liabilities	\$148,073.32	\$144,354.99	\$140,559.87
General Fund Balance	\$193,808.72	\$193,808.72	\$193,808.72
Total Fund Balances	\$440,923.42	\$436,049.93	\$436,839.79
Year-to-date total Revenues	\$61,956.22	\$127,938.31	\$195,405.26
Year-to-date total Expenditures	\$58,765.33	\$129,621.11	\$196,298.20

- a. Ely Giroux moved, seconded by Fred Palmer motioned to approve January 2025 financials.

Yes = 9	No = 0	Abstain = 0	Motion Carried – Yes
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- b. Motion to approve February 2025 financials: moved by Rachel Dutil and seconded by Courtney Rock.

Yes = 9	No = 0	Abstain = 0	Motion Carried – Yes
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- c. Motion to approve March 2025 financials: moved by Chrysa Rabideau and seconded by Rob Timmons.

Yes = 9	No = 0	Abstain = 0	Motion Carried – Yes
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- d. Motion to approve an increase in the Executive Director's sign-off limit for the Cornell bill from \$32,000 to \$45,000, moved by Norma Menard and seconded by Courtney Rock.

Yes = 9	No = 0	Abstain = 0	Motion Carried – Yes
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6. Legislative Report – Clinton County administrator Mike Zurlo is retiring at the end of the year (?) (about 6 months). County numbers are OK (as they project conservatively) but they are not good for next year's budget.
7. Executive Director's Report: Some highlights; Linda mentioned we were approved for a \$7,000 seed grant for PHEP fall program. We received \$1,000 for Climate Stewards. We have applied for an additional \$2,500 Climate Stewart funds for fall training. Received \$2,616.20 from 4-H Paper Clover funds to be used for Teen Leadership trip. Career Explorations end of June. Letter of Interest for a \$10,000 FNEC grant – childhood obesity prevention. Attended the NYS Ag & Mkt event with Commissioner Ball. 2024 Annual Report distributed and available online.
8. Program Committee
- a. 4-H Youth and Family Program Committee: Wanda Carroll provided update on April 2<sup>nd</sup> meeting on ideas for more community outreach.
- b. Agricultural Committee: the April meeting did not happen in April. Next meeting July 28<sup>th</sup>. It has been a challenge for them to meet.
9. Old Business: Received all signed confidentiality agreements from members.
10. New Business
- a. Members to sign conflict of interest document
- b. Review and approve the revised HR policy 401 Equal Opportunity Statement moved by Shannon Thayer and seconded by Courtney Rock.

Yes = 9	No = 0	Abstain = 0	Motion Carried - Yes
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11. Communications – mentioned the letters we receive from senior fitness attendees and included in packet.

12. Next Meeting: Tuesday, June 24th @ 6:00pm

13. Motion to adjourn the meeting at 7:08pm moved by Norma Menard and seconded by Chrysa Rabideau.

Yes = 9	No = 0	Abstain = 0	Motion Carried - Yes
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Minutes prepared by Lois McClurg.