

**Cornell Cooperative Extension Association of Clinton County
Board of Directors Meeting Minutes (CCE Meeting Room)
August 19, 2025**

Wanda Carroll - Yes	Matthew Douthat - Yes	Rachel Dutil - Yes
Ely Giroux - No	Alexandra Mesick - No	Norma Menard - Yes
Fred Palmer - No	Chrysa Rabideau - Yes	Courtney Rock - Yes
Rob Timmons - Yes	Shannon Thayer - No	
Total Voting Members Present = 7		
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 6:04pm.

- 1 August 19th, 2025, agenda approved by Norma Menard and seconded by Matthew Douthat.

Yes = 7	No = 0	Abstain = 0	Motion Carried - Yes
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- 2 Minutes: Chrysa Rabideau moved, seconded by Rachel Dutil to approve the minutes of the June 24th, 2025, meeting.

Yes = 7	No = 0	Abstain = 0	Motion Carried - Yes
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- 3 Financials: Robert Swem, Finance Coordinator, presented a detailed review of the financials to the board.

2025- YTD - As of	May 31	June 30
Cash	\$337,629.09	\$408,574.19
Total Current Assets	\$435,328.67	\$502,650.02
Total Non-Current Assets	\$73,010.62	\$73,162.30
Right of Use Assets	\$176,291.17	\$172,860.93
Total Assets	\$684,630.46	\$784,673.25
Current Liabilities	\$115,909.99	\$174,254.55
Non-Current Liabilities	\$133,041.94	\$129,217.61
General Fund Balance	\$193,808.72	\$193,808.72
Total Fund Balances	\$435,678.53	\$445,201.09
Year-to-date total Revenues	\$350,123.43	\$430,131.43
Year-to-date total Expenditures	\$352,177.63	\$422,663.07

- a. Wanda Carroll moved, seconded by Courtney Rock to approve May 2025 financials.

Yes = 7	No = 0	Abstain = 0	Motion Carried - Yes
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- b. Norma Menard moved, seconded by Chrysa Rabideau to approve June 2025 financials.

Yes = 7	No = 0	Abstain = 0	Motion Carried - Yes
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- c. Motion to approve 2026 Budget: Motioned by Rachel Dutil and seconded by Matthew Douthat. Some highlights included:

REVENUE	
Smith-Lever	\$12,000.00
State 224	\$78,717.00
NYS Fringe	\$276,041.13
Country Contributions	\$327,267.20
Federal Contract	SNAP-Ed \$131,656.00
PHEP grant for seniors	\$7,000.00
4-H Bluegrass	\$10,000.00
Fostering Independence	\$15,500.00
Senior Fitness	\$26,084.24
Chapel Hill	\$15,800.00
4-H Paper Clover	\$2,600.00
Transfers from funds balances	\$19,941.31 (including \$75 EAFD, \$12,915.41 Revitalization, Clinton Bluegrass \$1500 and \$2,400 Equipment)
EXPENSES	
Cost of living increases to payroll	4% COLA increase
Unemployment	\$440.00
Staff Development	\$10,580.70
Workers Compensation	\$2,910.00
Advertising and promotion	\$3,500.00
Rent	2% increase per contract
Office Supplies	\$5,820.00 an increase that includes a new \$2,820 Acumatica service fee
Meeting expenses	\$8,122.90
Equipment	Expect to replace one computer
Noncapitalized assets	\$6,450.00

Yes = 7	No = 0	Abstain = 0	Motion Carried - Yes
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- 4 Campus update presented by Kevin Jordan: He reported about the reduction in force, namely SNAP-Ed elimination. Constitution templates are out with two primary changes, namely the removal of affirmative action statement based on Executive order and a provision has been added to allow a board member to take a leave of absence. September ELC is coming up and you are encouraged to take a board member.
- 5 Legislative Report –County numbers are OK (as they projected conservatively) as well as a change at the county. Administrator Mike Zurlo is retiring and Christine Peters from DSS is taking the position.
- 6 Executive Director's Report: Linda discussed the SNAP-Ed program termination as of September 30 with the Federal Bill passing and how this will be a tremendous loss for Extension and the community overall. Reduction in Force letters were given to Shannon Drowne and Alisha Thapa in early August. Rachel Dutil will be attending the ELC with Linda in September. This is the first time since COVID that Board members have been invited.
- 7 Program Committee:
 - a. 4-H Youth and Family Program Committee met on August 6th for the final time in 2025.

- b. Agricultural Committee: Met July 28th. We have had a wide variety of successes in the Ag Program this year. CVPH Nurse's Appreciation Week, regular native plant classes, native pollinator garden implementation planning for businesses, a nature book club recognized by the University of Chicago Press, manure pit rescue training for first responders, ag winter series for new farmers, and a variety of work with community gardens and bucket gardens for disadvantaged populations, to name a few. Upcoming events include the continuation of the Nature Book Club (current book is The Serviceberry by Robin Wall Kimmerer, meeting August 27th), an AI Certification Training (October 7th and 8th), pruning workshops (details TBD), continuation of native plant classes (upcoming at Babbie Rural & Farm Museum and Mooers library). Ag tour Sept 12 includes a grain farm, Hidden Acres

7. Old Business:

- a. Reminder re Annual Meeting on October 28th at Beekmantown Hall. All board members present received their printed invitation.
- b. HR One has received the signed contract and our existing Personnel manual for rewrite. Cost to the Association is \$500, much less than was anticipated as every association in the state signed on. HR One are experts in Human Resource law and policy. They will be looking at all statewide policies to make sure they are up to date. Local policies will also be reviewed. Once it is completed, we will have a manual that is current and in compliance with state and federal policies.

8 New Business:

- a. The Nominating committee met August 13, 2025. Members: Starr Burke, Brooke Dubuque, Rachel Dutil (Board), Jenna Mulbury, and KayLeigh Raville selected nominees for Ag Committee (Tracy Hosler) and Y&F Committee (Gloria Garami). Still looking for a Board member.
- b. SNAP-Ed: as previously discussed in the Campus Update and Executive Director's report – Snap-Ed is set to end September, 30th 2025. Staff members Shannon Drowne and Alisha Thapa received their Reduction in Force Letters on August 12th, 2025.

9 Communications – none

10 Next Meeting: Tuesday, September, 16th @ 6:00pm

11 Adjourn the meeting at 7:04pm moved by Wanda Carroll and seconded by Norma Menard.

Yes = 7	No = 0	Abstain = 0	Motion Carried - Yes
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Minutes prepared by Lois McClurg.