

Finance & Human Resource Committee Meeting Minutes

Thursday, November 20, 2025, 3:30 PM

Cobleskill Extension Center, Cooperstown Education Center & Virtual Meeting

ACTION ITEMS:

- Approval of the 2025 YTD Financial reports through October
-
-

1. **Call to Order** – Treasurer Tom Pullyblank called the meeting to order at 3:30 PM. Deb directed members to review the agenda and asked for any new business items. No additions were requested.
2. **Roll Call** – Members present were Tom Pullyblank, Betsy Jensen, Carol Phelps, Alicia Terry and Tina Douglas. Staff members present were Mayra Richter and Liz Callahan.
3. **Review of Financial Statements** – Schoharie and Otsego Counties Financial Statements were presented. All revenue and expenses are up-to-date.
 - a. Review of Otsego County Financial Reports through October 2025
 - Mayra explained duplicate checks due to Walmart change in payment processing vendor
 - Fundraising income was discussed
 - Carol noted that the Master Gardener Volunteers are asking for gross plant sale, Mayra explained that she and Marcie have been working on this and that the OMGV Plant sale grossed approximately \$7,400
 - In addition to this the 4-H Candy Sale and Livestock Auction have grossed approximately \$8,100
 - The Annual Appeal and MV Gives Campaign grossed approximately \$1,700
 - Repairs & Maintenance expenses are high due to the Cooperstown Education Center rehabilitation work (including painting). Mayra noted that the Village water bill was also high because of the water used for power washing the building in preparation for repainting.

Carol Phelps made a motion to present the Otsego County report through October 2025 to the board and recommend for approval, Tom Pullyblank seconded the motion. Motion passed unanimously.

- b. Schoharie County 2025 Financial Reports through October 2025
 - Lodging expenses are higher than budgeted because staff are participating in more professional development opportunities. Future budgeting will reflect these increased activities.
 - The Buildings & Grounds Committee will also be asked to discuss the increasing need for investment in rehabilitation.
 - Mayra noted that in addition to increasing electric rates, at least two of the tenants in the Cobleskill Extension Center use a lot of electricity (which is currently covered by rent payments).
 - Mayra suggested that the Committee review the leases before renewal to consider how to address the increasing electricity costs in the next rental agreement
 - Liz asked Mayra to check on lease renewal dates so there would be plenty of time to work through this process and notify tenants before the lease renewal
 - Alicia suggested that the Association pursue an audit of electric and heating, and potentially power consumption monitoring, though MVEED or the Mohawk Valley Energy Hub.

Alicia Terry made a motion to present the Schoharie County report through October 2025 to the board and recommend for approval, Betsy Jensen seconded the motion. Motion passed unanimously.

4. **Human Resources Report** – Mayra has not been able to reach Gurdian, a medical leave insurance vendor, Tina is sharing contact information for their medical leave insurance vendor, The Hartford.
5. **New Business** – Mayra reported that the feedback she received from the CCE Administration’s “Internal Controls Compliance Review” that took place in early November was very positive. The Association has not received a follow-up letter with official feedback from the review yet.
6. **Adjournment:** Meeting adjourned at 4:30 PM