

The December 4, 2025 of the Cornell Cooperative Extension Board of Directors was called to order by B. Joint at 4:31p.

**Members Present:** B. Joint, J. Jordan, F. Potter, W. Konopski, P. Kephart, K. Lowery, L. Zawrotny, H. Lando

**Members Absent:** C. Susick, P. O’Conner

**Staff Present:** T. McKinley, R. Shirley, A. Zschoche

**Approval of the October 2025 Board Minutes:** F. Potter made a motion to approve the September 2025 minutes with revisions. Second by J. Jordan. There was no further discussion, and the motion was carried unanimously.

**Public Comment Period:** None

**EFPR Audit Report-** R. Davidson presented the audit report and answered any questions by board. Discussion was also had on what to do in the future due to loosing the SNAP grant. T. McKinley and R. Shirley will discuss further when it comes time.

**Reports:**

- **State Extension Specialist:**
  - P. O’Connor sent notes
  - CCE will be changing the BR report
  - Updates coming on the HR manual
  - Executive Directors will be going to Albany to advocate for CCE funding and SNAP-Ed funding
- **Financial Report:** R. Shirley presented September financials
  - Financials for September 2025
    - Motion to approve: F. Potter
    - Second: W. Konopski
    - Carried unanimously
  - Executive Session:
    - In: 5:00p- F. Potter Second: H. Lando
    - Out: 5:17p- F. Potter Second: J. Jordan
    - Discussed budget
  - Motion to Approve 2026 Budget
    - By: H. Lando
    - Second: K. Lowery
    - Carried unanimously

- Motion: To move \$20,000 from designated 4-H fund to operating budget
  - By: B. Joint
  - Second: J. Jordan
  - Carried unanimously
- **Executive Director Report:**
  - A lot of programming/activities going on
  - Retired Admin Assistant Bambi Caron passed away
  - Looking at grants to apply for
- **Program Area Reports:**
  - **Youth Development Committee-** New rep P. Kephart reported
    - Discussed 2026 showcase
    - Have 2 new perspective people for committee and both have shown interest
  - **Ag & NR Program Advisory Committee-** C. Susick absent- no meeting to report on
  - **Community Health and Well Being** –L. Zawrotny-Met in November
    - Discussed community unmet needs
    - A. Rusak still available to do mental first aid
    - Discussed different places that need volunteers. There are many agencies who have to ability to provide programs, just no volunteers to provide services

**Old Business:**

- N/A

**New Business:**

- Officers discussion for next meeting
  - G. Smalt stepped down
  - P. Kephart from YD PAC new rep to board
  - G. Smalt was treasurer
    - Nomination for W. Konopski to be new treasurer
      - First- B. Joint
      - Second- H. Lando
      - Carried unanimously
  - In January new officers will be elected
    - B. Joint is stepping down from president
    - Discussion of J. Jordan stepping up from vice
    - To be voted on next month
- 2026 Holidays
  - Motion by- J. Jordan
  - Second- K. Lowery
  - Carried unanimously
- Cheese and Beef Sticks left over from fundraiser available

**Other Business:**

- Board will be getting calendar invites for meetings for the year

**Next Meeting:** BOD meeting at 4:30 pm at the Annex Building on January 22, 2026

**Adjourn:** Motion to adjourn at 5:48p made by F. Potter and seconded by K. Lowery and the motion was carried unanimously.

Minutes respectfully submitted by A. Zschoche.