

**Cornell Cooperative Extension Association Essex County
Board of Directors Meeting
Monday, August 18, 2025
CCE Office, Lewis, NY**

Meeting called to order at 5:34 PM by Board President Trisha Best

Present in-person: Trisha Best, Marcail Miller, John Culpepper, Florence Sears, Elisha Bartlett, Krissy Leerkes, George Sayward

Present via Zoom: Kevin Jordan

Absent: None

Excused: Daniel Berheide, Matt Stanley, Jessica Tyson, Mike Kuba

Guests: none

Staff present: Laura Nicholson, Elizabeth Lee, Laurie Davis

Minutes of the last meetings: Motion made to approve the minutes of Monday, June 23, 2025 and executive committee meeting minutes of July 14 and July 28, 2025, by Marcail seconded by Florence. All in favor, motion carried.

Financial Report – Laura Nicholson

- **Motion to accept the June 2025 financial report by Elisha seconded by John. All in favor, motion carried.**
- **CD Rollovers:** Laura updated all on the current status and terms of all CDs
- **2026 Budget Request:** The projected cash flow was reviewed, showing that there will be a gap at the end of the year due to non-payment of federal grant funds. Shaun Gilliland advised us to request contingency funds to fill any projected gaps for 2026. Board advised requesting a 4% increase over last year's budget instead of level funding. **Elisha made a motion that we submit the "Scenario 2" budget request, modified to request a 4% increase and making the corresponding adjustments to what we propose to transfer at the end of 2026, seconded by Florence. All in favor, motion carried.**
- **Vehicle:** Board is still OK with us moving ahead to purchase a used vehicle for \$20,000 or less.
- **Fundraising plans:** New fundraising draft policy and fundraising information tabled.
- **Federal funding:** Still no word at the federal level about our FMPP and MARRY grant funds.
- **New building expenses:** These are unknown but we are trying to work on economies, combining efforts and equipment with Soil & Water and the county.

- Review of Grants and Contracts we are waiting to hear about:
 - NBRC - \$500,000
 - Pearsall - \$5,000
 - DEC Smart Growth - \$25,000
 - NYSDAM Community Gardens - \$50,000
 - Farm Credit East - \$10,000
 - Sylvamo - \$3,000

Reports

- *Full Staff Program report* – included in packet
- *Executive Director* – Elizabeth reported on:
 - Fair went OK, really low turnout for the youth activities
 - CCE and the Fair Board have a much-improved relationship
 - HR Policy manual is currently being reviewed by the CCE attorney
 - Farm Bureau meeting is on 8/21
 - Please fill out the Focus on 4-H survey
- Committee Reports:
 - Community Vitality - tabled
 - Adirondack Harvest - tabled
 - Ag & Local Food - tabled

Old Business

- None

New Business

- Review of 2026 Constitution: Note the changes in Article III having to do with affirmative action and Article V, section 6. Trisha proposed reducing the number of elected board members from 10 to 8 in an attempt to increase the probability of getting a quorum at each meeting. Kevin noted that as long as there are 3 members of the executive committee at a regular board meeting, they can vote and make decisions on behalf of the board even if there is no full board quorum. Elisha suggested having “board alternates” who could step in and vote if the regular board members were not there. Kevin will check on this but even if it’s possible it would not be available in a CCE template until 2027. **Krissy made a motion for a resolution to present the 2026 draft constitution, with a corrected effective date of January 1, 2026, for adoption at the annual meeting on October 23, 2025, seconded by Marvail. All in favor, motion carried.**
- Annual Meeting: The annual meeting will be held at Heaven Hill Farm in Lake Placid on Thursday, October 23 from 8:30 AM to 10:30 AM. Breakfast catering by Green Goddess Natural Foods. More details to follow.

Other: None

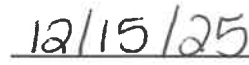
Next meeting: Regular meeting in early October – Laurie will set up a date after polling the board members. Annual meeting on Thursday, October 23, 2025 at 8:00 AM (Heaven Hill Farm). Regular meeting on Monday, December 15, 2025 at 5:30 PM.

Krissy made a motion to adjourn the meeting at 7:48 PM, seconded by Florence. All in favor, motion carried.

Respectfully submitted by Laurie Davis on 08.19.25.

TBD Approved by the CCE board on October 20, 2025


Marvail Miller, CCE Board Secretary


Date

