

**Cornell Cooperative Extension Association Essex County**  
**Board of Directors Meeting**  
**Monday, October 20, 2025**  
**CCE Office, Lewis, NY**

**Meeting called to order at 5:38 PM by Board President Trisha Best**

**Present in-person:** Trisha Best, John Culpepper, Florence Sears, Elisha Bartlett, Krissy Leerkes, George Sayward, Matt Stanley, Jessica Tyson

**Present via Zoom:** Kevin Jordan, Daniel Berheide

**Absent:** None

**Excused:** Mike Kuba, Marcail Miller

**Guests:** None

**Staff present:** Laura Nicholson, Elizabeth Lee, Laurie Davis

**Minutes of the last meetings:** Motion made to approve the minutes of Monday, August 18, 2025 and executive committee meeting minutes of October 2, 2025, by Krissy seconded by Jessica. All in favor, motion carried.

**Finance: Discussion about opening an Adirondack Community Foundation account:**

Elizabeth presented the case for establishing an Organization Fund at the Adirondack Community Foundation. The purpose of the Fund would be to accumulate assets that would yield annual income for the Association from money earned through fundraising. Fundraising from individuals and private foundations can provide new revenue so that the Association does not rely solely on public funding from county, state and federal grants. Elizabeth recommended an Organization Fund as the best fit for CCE's needs and investment strategy. The Executive Director (Elizabeth) and the Treasurer (Daniel) would serve as the Fund Advisors. Lengthy discussion of benefits and potential drawbacks.

- **Elisha made a motion to adopt the new finance policy 1401 (Investments) with modifications as requested by the Board, seconded by John, All in favor, motion carried.**
- **Krissy made a motion to**
  - **Authorize the Executive Director to establish an Organization Fund at the Adirondack Community Foundation,**
  - **Transfer \$25,000 from CCE's current assets to the Organization Fund,**
  - **Designate Elizabeth Lee (Executive Director) to serve as Fund Advisor, acting with the advice of Daniel Berheide (Association Treasurer).**

- Authorize Laurie Davis (Senior Administrator), and Laura Nicholson (Finance Manager) read only access to the Adirondack Community Foundation portal, to review the account and print reports as needed.
- The motion was seconded by Florence. All in favor, motion carried.

#### Reports

- *Full Staff Program report* – will be presented at the annual meeting
- *Executive Director* – No report at this meeting

#### Old Business

- None

#### New Business

- Elisha made a motion to modify personnel policy 603, vacation leave, and policy 604, sick leave to allow non-exempt staff to request time off in half-hour intervals, seconded by Krissy. All in favor, motion carried.

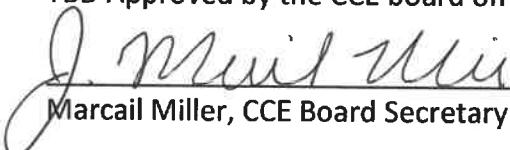
Other: None

Next meeting: Monday, December 15, 2025 at 5:30 PM.

George made a motion to adjourn the meeting at 7:08 PM, seconded by Krissy. All in favor, motion carried.

Respectfully submitted by Laurie Davis on 10.21.25.

TBD Approved by the CCE board on December 15, 2025

  
Marcial Miller, CCE Board Secretary

12/15/25  
Date