

**Minutes**  
**Cornell Cooperative Extension Association Essex County**  
**Meeting of Executive Committee Tuesday, November 18, 2025**  
**CCE Office, Lewis, NY**

Board members present: Trisha Best, Jessica Tyson, Daniel Berheide

Board member absent: Marcail Miller.

Staff present: Laura Nicholson (Finance Manager)

Meeting called to order by Trisha Best at 4:10

**Explanations provided by Laura:**

Since both vehicles are purchased and all bonuses and longevity pay amounts have been awarded we need the Board or Executive Committee to approve the following transfers so they will be included in the November financial statements.

**Details of transfer amounts below:**

60,131.36	Cost of Vehicles		
6,200.00	Gain		
35,000.00	Previous Transfer		
	Transfer from Designated Vehicle Fund - Balance to cover cost of vehicles	79,778.81	Designated SIP Fund
18,931.36			Transfer from Designated SIP Fund to Cover 2025 Longevity Pay & other Bonuses
55,000.00	Vehicle Fund	10,950.00	
36,068.64	Updated Balance in Vehicle Fund	68,828.81	Updated Balance in SIP Fund

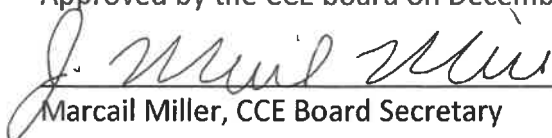
Daniel Berheide made a motion to transfer \$18,931.36 from the Designated Vehicle fund to the Operating Account to cover the remaining cost of the CCE Essex Vehicles purchased, seconded by Jessica Tyson, all in favor, motion carried.

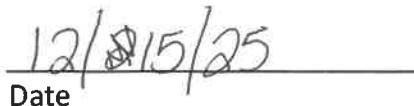
Daniel Berheide made a motion to transfer \$10,950.00 from the Designated SIP Fund to the Operating Account to cover the cost of the 2025 Longevity and Other bonuses awarded, seconded by Jessica Tyson, all in favor, motion carried.

Motion to adjourn the meeting at 4:12 pm, made by Daniel Berheide, Seconded by Jessica Tyson. All in favor, motion carried.

Respectfully submitted by Laura Nicholson on 11.18.25.

Approved by the CCE board on December 15, 2025

  
Marcail Miller, CCE Board Secretary

  
Date 12/15/25