

Cornell Cooperative Extension Orange County

Board of Director's Meeting

September 29, 2025

Minutes

In Attendance: Tom Manza, Gordon Dean, Amy Minutolo, Kathi Nywening, Rachel Carr, Nancy Proyect Rider, Paul Wiley, Dave Goggins, Ed Estrada, Lagwana Tyler. Via Zoom: Jill Marie

Staff in Attendance: Lucy Joyce, Maire Ullrich, Jill Van Aken, Shayna McGeady Russo, Suzy McCormack, Cindy Blomquist, Amanda Sostre

Absent: Paul Ruszkiewicz, Pat Claiborne

Call to Order: Meeting was called to order at 7:06PM by board president, Gordon Dean; followed by the Pledge of Allegiance.

Roll Call: Kathi Nywening

Reading & Approval of Minutes: August 25, 2025

Motion by Dave Goggins, seconded by Amy Minutolo to accept the August 25, 2025 Board of Director's meeting minutes as presented. Vote taken – unanimous; motion passed.

Call for Additional Agenda Items:

Program Advisory Committee Member Volunteer Role Description

Program Reports

- ❖ SNAP-Ed – Shayna Russo, Regional Project Manager
 - State gave every agency \$226K
 - Funds can be used through Sept 2026
 - Carry over will be given back to implementing agencies
 - Currently vacant positions will to be filled

- About 8-10 months of funding
- RE: SNAP-Ed cuts and seeking new funding:
 - Met with Peter Hatch, Deputy Secretary for Human Services and Mental Hygiene on Monday
 - Met with NoVo foundation
 - Would like to support something
 - Unsure what that would be
 - Should hear from them next week
- Rescued EATS
 - Gleaning Produce→BOCES culinary students→RECAP
 - BOCES is looking to continue program
- ❖ Agriculture – Maire Ullrich, Issue Leader
 - Open House on the Farm was this past Saturday
 - Was beautiful
 - Good turnout, next year would like to get more people to attend
 - Small Engine Repair
 - 60 people signed up
 - 5 zoom sessions; 1 in-person session
 - Attended Collaborating Organizations Active in Disaster - Orange County (COAD-OC)
 - This is a part of emergency services
 - Attended County Economic Development Summit
 - Food & Farm were mentioned
 - Hudson Valley Visions Placemaking program is this Wednesday
 - 119 people signed up
 - Maire is the emcee
 - 2501 – New Farmer & Food Safety USDA grant
 - Was supposed to end tomorrow →approved for 1-year extension
 - ACCESS Garden going well
- ❖ Family & Consumer Sciences & 4-H Youth Development – Suzy McCormack, Issue Leader
 - FCS
 - Working on new contracts
 - Coming to an end with EFNEP contract
 - EFNEP educator resigned
 - Contractor for Parenting education will not be renewing; will be hiring a replacement.

- Climate justice position is open.
- 4-H
 - New programming
 - Barnyard Buddies
 - Cloverbud Club

Program Presentation: Jill Van Aken

- ❖ Transportation Grant – \$25K
 - Challenge to get youth from all over the county to Park/Fair
 - Saturday 7/26/25
 - Several families have since enrolled in 4-H
- ❖ Next year
 - Maybe discuss with Mid-City Transit, West Point Tours, Leprechaun Lines about sponsoring busing
 - PTA's will have direct contact with students/families
 - Maybe give presentation

President's Report: Gordon Dean

- ❖ Search for new Executive Director
 - Gordon will be the chair, Pat will be co-chair
- ❖ Interview Committee
 - Gordon Dean, Pat Reineke, Gary Johnson, Suzy McCormack, Paul Ruszkiewicz
 - After screening, choose 4-5 candidates to spend ½ day for each:
 - At Park with Bobbi
 - At office with key people
 - Staff explain what we do & what staff person does
 - Finalists then interviewed by the full Board
 - Next week we want to start timeline
 - Would like to have them in by January

Report of Liaison Representatives

- ❖ Orange County Executive's Office: Paul Wiley

- Deep in budget processing
- Elections coming up
- Economic Summit – well attended
 - Farming mentioned a lot
- Emergency planning
 - Cyber-attack training coming up
- Camp Laguardia had a tour
 - Last building coming down in the next 6 months
- Schunnemunk trails 1st two miles being cleared
- Sugar Loaf Mountain
 - Working to plan trails/parking
 - Sugar Loaf Performing Arts Center
 - Still trying to purchase
- ❖ CCE State Specialist: Gordon reported for Pat Claiborne
 - Working on templates for Executive Director position
 - Okay to move forward with existing position description

Committee Reports:

- ❖ Finance Committee – Tom Manza
 - Doing well
 - Billed out all grant expenses
 - At 58% of budget
 - A/R → \$1.5M
 - Due to SNAP & County Appropriation
 - A/P → high
 - Draft County budget contains a 3.5% increase.

Motion by Kathi Nywening, seconded by Gordon Dean to move for Jahiem Azeez as check signer and remove Raychel Gilles due to her resignation. Vote taken – unanimous. Motion approved.

Motion by Ed Estrada, seconded by Amy Minutolo to accept the July 2025 financials as presented. Vote taken – unanimous. Motion accepted.

- ❖ Fund Development Committee – Nancy Proyect Rider & Amy Minutolo
 - Bountiful Harvest went very well
 - Changing sponsorship packages
 - More customized

- ❖ Strategic Planning Committee – Rachel Carr
 - Will be meeting & have update at next meeting
- ❖ Park & Facilities Committee – Lagwana Tyler
 - Arched roof barn
 - Bids to be announced
 - Livestock Wash Rack complete
 - Ribbon cutting for Rainwater Harvester at Fair
 - Little Red Barn – contract with Fusco
 - DASNY #2 – waiting on contract
 - Education Center – will go out to bid
 - 10/9 next meeting at CCE
- ❖ Nominating Committee – Dave Goggins
 - 4 openings
 - Dave filling one
 - 3 more open positions
 - 10/2 interview
 - 2 other interviews being scheduled
 - Annual Meeting Locations
 - Dinner is expensive \$45-\$80
 - Rent space → Appetizers (Tapas)
 - 4-7 12/8/25
 - Board prefers 5-7
 - Board suggests looking into Harness & Montgomery Community Center
 - Would need caterer

Motion by Kathi Nywening, seconded by Dave Goggins for annual meeting to be from 12/8/25 from 5-7PM. Vote taken – unanimous. Motion approved.

Unfinished Business:

- ❖ Lions Club MOU

Motion by Kathi Nywening, seconded by Ed Estrada to terminate the MOU between the Lions Club & CCEOC. Vote taken – Tom Manza abstained. Motion approved.

New Business:

❖ ELC – Tom Manza

- Geared toward board members
- A lot of info
 - Recruit younger board members
 - Senior board members do presentation for new board members (board buddy)
 - Board member self-evaluation

❖ PAC Position Description

- Updated to provide clarity
- Will discuss at next meeting → Send copy of old one

Motion by Dave Goggins, seconded by Kathi Nywening to hold off on PAC PD until next meeting. Vote taken – unanimous. Motion approved.

Adjournment:

Motion by Dave Goggins, seconded by Ed Estrada to adjourn the meeting at 8:53PM. Vote taken – unanimous. Meeting adjourned.

Respectfully submitted,

Kathi J Nywening, Secretary

Amanda A Sostre, Recording Secretary

JULY 2025

Cooperative Extension Association in
the State of New York, Orange County

Month End Reports

Un-Audited

Comparative Statement of Operations Summary
07/31/2025

REVENUES	Period Ending 07/31/2025	Period Ending 07/31/2024	Annual Budget	Remaining Budget
Federal Smith Lever	\$60,963.92	\$46,380.47	\$88,000.01	\$27,036.09
State 224	\$151,908.21	\$75,439.37	\$231,294.01	\$79,385.80
Benefits	\$1,120,238.58	\$1,089,422.09	\$2,043,815.00	\$923,576.42
County Appropriation	\$1,198,750.00	\$1,110,036.66	\$2,055,000.00	\$856,250.00
Grants & Contracts	\$1,744,120.47	\$1,338,743.73	\$3,326,350.00	\$1,582,229.53
Program/Operating Revenues	\$196,632.27	\$144,996.58	\$299,356.98	\$102,724.71
Non-Operating Revenue	\$5,048.71	\$15,752.65	\$0.00	-\$5,048.71
TOTAL REVENUES	\$4,477,662.16	\$3,820,771.55	\$8,043,816.00	\$3,566,153.84
Transfers From Fund Balances	\$36,834.89	\$57,755.71	\$8.00	-\$36,826.89
TOTAL REVENUES & TRANSFERS FROM FUNDS	\$4,514,497.05	\$3,878,527.26	\$8,043,824.00	\$3,529,326.95
EXPENSES				
All Salaries & Benefits	\$2,911,859.30	\$2,774,575.01	\$5,161,174.96	\$2,249,315.66
Administrative Staff Salaries & Benefits	\$1,491,703.21	\$1,642,183.75	\$2,667,920.38	\$1,176,217.17
Program Staff Salaries & Benefits	\$1,420,156.09	\$1,132,391.26	\$2,493,254.58	\$1,073,098.49
Program & Operating Expenses	\$1,306,288.99	\$822,705.42	\$2,570,712.08	\$1,264,423.09
Building & Grounds, Equipment R&M	\$198,936.36	\$193,080.04	\$311,916.96	\$112,980.60
Non-Operating Expense	\$691.69	\$801.85	\$0.00	-\$691.69
TOTAL EXPENSES	\$4,417,776.34	\$3,791,162.32	\$8,043,804.00	\$3,626,027.66
Transfers To Fund Balances	\$0.00	\$49,007.45	\$4.00	\$4.00
TOTAL EXPENSES & TRANSFERS TO FUNDS	\$4,417,776.34	\$3,840,169.77	\$8,043,808.00	\$3,626,031.66
NET FROM TRANSFERS	\$36,834.89	\$8,748.26	\$4.00	(\$36,830.89)
NET FROM CURRENT OPERATIONS	\$59,885.82	\$29,609.23	\$12.00	(\$59,873.82)
NET FROM TRANSFERS & CURRENT OPERATIONS	\$96,720.71	\$38,357.49	\$16.00	(\$96,704.71)

CCE Orange County
Statement of Financial Position
07/31/2025

Last Month Closed 06/30/2025

Assets	<u>Current Year</u>	<u>Previous Year</u>
Current Assets:		
Petty Cash	\$ 825.00	\$ 825.00
Checking	\$ 935,067.62	\$ 801,407.50
Cash Equivalents	\$ 221,712.43	\$ 195,593.77
Undeposited Funds	\$ 9,502.16	\$ 11,924.98
Total Cash	\$ 1,167,107.21	\$ 1,009,751.25
Accounts Receivable	\$ 1,509,930.33	\$ 1,417,433.93
Pledges Receivable Current	\$ 9,133.25	\$ 10,633.25
Due From, Intra-Assoc	\$ 67,814.55	\$ 67,814.55
Allowance/Pledges Rec	\$ (1,548.33)	\$ (2,158.33)
Marketable Securities	\$ 34,637.24	\$ 34,656.99
Certificates of Deposit, 12 Months or Less	\$ 269,703.38	\$ 258,244.11
Prepaid Expenses	\$ 84,959.20	\$ 128,732.21
Total Current Assets	\$ 3,141,736.83	\$ 2,925,107.96
Non-Current Assets:		
Investments, Other	\$ 45,687.07	\$ 41,037.56
Pledges Rec, Non-Current	\$ 1,500.00	\$ 1,500.00
Deposits Non-Current	\$ 218,946.00	\$ 193,038.00
Total Non-Current Assets	\$ 266,133.07	\$ 235,575.56
Right-Of-Use Assets:		
Right-Of-Use Buildings	\$ 541,892.39	\$ 769,464.79
Right-Of-Use Equipment	\$ (3,244.50)	\$ 5,241.76
Total Right-Of-Use Assets	\$ 538,647.89	\$ 774,706.55
Fixed Assets:		
Land	\$ 350,000.00	\$ 350,000.00
Land Improvements	\$ 51,394.47	\$ 51,394.47
Buildings	\$ 1,425,606.00	\$ 1,425,606.00
Leasehold Improvements	\$ 8,341.00	\$ 8,341.00
Vehicles	\$ 237,766.90	\$ 237,766.90
Computers	\$ 18,327.00	\$ 18,327.00
Equipment	\$ 144,564.10	\$ 144,564.10
Total Fixed Assets	\$ 2,235,999.47	\$ 2,235,999.47
Less Accumulated Depreciation	\$ (828,617.52)	\$ (756,256.86)
Total Fixed Assets	\$ 1,407,381.95	\$ 1,479,742.61
Total Assets	\$ 5,353,899.74	\$ 5,415,132.68
Liabilities and Net Assets		
Current Liabilities:		
Accounts Payable	\$ 290,080.77	\$ 523,003.63
Accounts Payable, Cornell	\$ 567,941.79	\$ 545,264.89
Due To, Intra-Assoc	\$ 67,814.55	\$ 67,814.55
Accounts Payable, Credit Card	\$ 80.50	\$ (6,937.92)
Accrued Payroll	\$ 9,400.00	\$ -
Accrued Expenses, Other	\$ 2,063.00	\$ 2,063.00
Accrued Vacation	\$ 103,417.64	\$ 115,568.81
Sales Tax Payable	\$ 2,298.14	\$ 2,244.55
Deferred Revenues	\$ 782,722.32	\$ 570,326.37
Agency Funds	\$ 462.87	\$ 205.54
Loans, Bonds & Notes Current	\$ (4,156.21)	\$ (2,044.29)
Operating Leases Current	\$ 237,199.54	\$ 230,545.52
Total Current Liabilities	\$ 2,059,324.91	\$ 2,048,054.65
Non-Current Liabilities:		
Loans, Bonds & Notes Non-Current	\$ 145,799.68	\$ 148,520.99
Operating Leases Non-Current	\$ 301,450.82	\$ 544,161.03
Total Non-Current Liabilities	\$ 447,250.50	\$ 692,682.02
Total Liabilities	\$ 2,506,575.41	\$ 2,740,736.67
Net Assets:		
Net Assets Without Donor Restrictions	\$ 2,756,538.51	\$ 2,584,647.49
Net Assets With Donor Restrictions	\$ 90,785.82	\$ 89,748.52
Total Net Assets	\$ 2,847,324.33	\$ 2,674,396.01
Total Liabilities and Net Assets	\$ 5,353,899.74	\$ 5,415,132.68

CCE Orange County
Statement of Cash Flows

Last Month Closed 06/30/2025

	Period Ending 07/31/2025	Period Ending 07/31/2024
Change in net assets	\$ 59,885.82	\$ 29,609.23
Adjustments to reconcile change in net assets used by operating activities		
Depreciation	\$ 175,839.73	\$ 147,567.50
(Increase) Decrease in assets		
Accounts Receivable	\$ (799,476.67)	\$ (556,259.11)
Pledges Receivable Current	\$ 500.00	\$ 3,350.00
Due From, Intra-Assoc	\$ -	\$ (9,400.00)
Marketable Securities	\$ 22.64	\$ 24,989.82
Certificates of Deposit, 12 months or less	\$ (6,454.15)	\$ (7,019.74)
Prepaid Expenses	\$ (41,492.56)	\$ (92,150.75)
Increase (Decrease) in liabilities		
Accounts Payable	\$ (133,202.56)	\$ 107,935.72
Accounts Payable, Cornell	\$ 330,204.59	\$ 299,551.42
Due To, Intra-Assoc	\$ -	\$ 9,400.00
Accounts Payable, Credit Card	\$ 18,282.50	\$ (6,937.92)
Accrued Payroll	\$ -	\$ (5,702.61)
Accrued Expenses, Other	\$ -	\$ (8,758.00)
Sales Tax Payable	\$ -	\$ 703.73
Deferred Revenues	\$ 333,709.74	\$ 247,560.33
Agency Funds	\$ 202.60	\$ 75.00
Loans, Bonds & Notes Current	\$ (8,607.94)	\$ (5,780.29)
Operating Leases Current	\$ 3,576.68	\$ 2,862.03
Loans, Bonds & Notes Non-Current	\$ 5,588.16	\$ 2,794.08
Operating Leases Non-Current	\$ (143,561.60)	\$ (132,952.66)
Net Cash (Used) by Operating Activities	\$ (440,708.57)	\$ (125,738.95)
Cash Flows from Investing Activities		
Purchase of Equipment	\$ -	\$ 17,274.70
Cash Used for Investments	\$ 2,550.19	\$ 1,872.83
Net Cash (Used) by Investing Activities	\$ (2,550.19)	\$ (19,147.53)
NET INCREASE (DECREASE) IN ASSETS	\$ (207,533.21)	\$ 32,290.25
CASH BALANCE, BEGINNING OF YEAR	\$ 1,374,640.42	\$ 977,461.00
CASH BALANCE,END OF FISCAL PERIOD	\$ 1,167,107.21	\$ 1,009,751.25