

**Cornell Cooperative Extension Association Essex County
Executive Committee Meeting
Monday, December 15, 2025
CCE Office, Lewis, NY**

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

Present in-person: Trisha Best, Daniel Berheide, Marcaill Miller

Present via Zoom: Kevin Jordan

Absent: None

Excused: None

Guests: None

Staff present: Laura Nicholson, Elizabeth Lee, Laurie Davis

Minutes of the last meetings: Motion made to approve the minutes of Monday, October 20, 2025 and executive committee meeting minutes of November 18, 2025, by Daniel seconded by Marcaill. All in favor, motion carried.

Finance: Discussion about opening an Adirondack Community Foundation account:

- October 2025 financials were reviewed. Motion to accept the October 2025 financial report by Marcaill seconded by Daniel. All in favor, motion carried.
- Updated financial controls were reviewed. Motion to approve the updated financial controls by Daniel seconded by Marcaill. All in favor, motion carried.
- The preliminary 2026 budget was reviewed. Motion to adopt the 2026 preliminary budget by Daniel seconded by Marcaill. All in favor, motion carried.
- Elizabeth gave an update on current and pending grants

Reports

- *Full Staff Program report* – included in the board packet
- *Executive Director:*
 - Fundraising update. CCE donation portal open and functioning. Encouraging the board to donate to CCE even if just a small amount – looking for full board participation. We've already had three donors reach out looking to make financial contributions.
 - Program reporting – we are wrapping up reporting for 2025
 - The latest report about the new Westport building is that it will be ready to move into by the first week in February.
- *Committee Reports – Board Liaisons*

- Community Vitality - none
- Adirondack Harvest - none
- Agriculture & Local Food - none

Old Business

- None

New Business

- A/R Review. Elizabeth presented the 2026 A/R agreement that we will sign in early 2026.
- Trisha appointed Laura Nicholson as the assistant to the treasurer and Laurie Davis as the assistant to the secretary for the Board of Directors.
- Appointment of "Clerk of the Board" tabled until the January meeting. Kevin will send relevant information.
- The 2026 Board of Directors meeting calendar was presented and reviewed. **Motion to adopt the 2026 calendar as written by Daniel seconded by Marcial. All in favor, motion carried.**
- AG & AH PAC restructuring – tabled until the January meeting.

Other: None

Marcial made a motion to go into executive session to discuss the executive director's performance evaluation at 6:30 PM, seconded by Daniel. All in favor, motion carried.

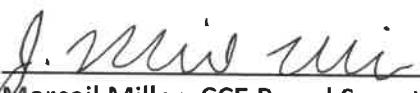
Daniel made a motion to come out of executive session at 6:55 PM, seconded by Trisha. All in favor, motion carried.

Next meeting: Monday, January 12, 2026 at 5:30 PM.

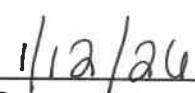
Trisha made a motion to adjourn the meeting at 6:55 PM, seconded by Daniel. All in favor, motion carried.

Respectfully submitted by Laurie Davis on 12.16.25.

Approved by the CCE board on 01.12.26.



Marcial Miller, CCE Board Secretary



Date