

**Cornell Cooperative Extension Association Essex County**  
**Board of Directors Meeting**  
**Monday, January 12, 2026**  
**CCE Office, 8487 U.S. Route 9, Lewis, NY at 5:30 PM**

**Officers**

*President* – Trisha Best  
*Vice President* – Jessica Tyson  
*Secretary* – Marcail Miller  
*Treasurer* – Daniel Berheide

*Supervisor Representative* – Matt Stanley  
*Cornell University* – Kevin Jordan

**Members at Large:**

*Elisha Bartlett*  
*John Culpepper*  
*Michael Kuba*  
*Florence Sears*

**Committees:**

*Executive* (Trisha, Jessica, Marcail, Daniel)  
*Nominating* (TBD)  
*Community Vitality* (TBD)  
*Agriculture and Natural Resources* (TBD)  
*Adirondack Harvest* (Michael)

**Agenda**

**Call to Order**

**Adjustments to the Agenda**

**Election of board officers (President, VP, Treasurer, Secretary)**

**Approval of minutes of previous meetings:** December 15, 2025, Executive Committee minutes.

**Financial Report** – Laura Nicholson

- Financial Statement Review for November 2025
- Approval for the transfer of funds to cover the new Initial Deposit
- Adopt the 2026 authorizations and financial controls

**Reports:**

- Staff program report, provided
- Executive Director report

**Old Business**

- AG & AH PAC restructuring
- 2026 Calendar – review
- Clerk of the Board

## **New Business**

- Appointments
  - Liaisons and/or members for Board committees. Appointments to other committees
    - Executive (4)
    - Nominating (2 board with additional 3 community members TBD)
    - Community Vitality (1)
    - Ag & Natural Resources (1)
    - Adirondack Harvest (1)
- Approve the AR & BR agreements (Elizabeth/Kevin)
- Adopt 2026 Operating Guidelines (Elizabeth)
- Adopt 2026 Policy Manual (Laurie)
- Forms (Laurie):
  - Confidentiality
  - Diversity
  - Conflict of Interest
  - Code of Ethics
  - Update contact information for all board members

## **Other**

**Executive Session** to discuss personnel evaluation

## **Adjourn**

### **Attachments:**

- Minutes of December 15, 2025
- Financial statement & notes for November 2025
- Financial controls and authorizations
- Initial deposit document
- Staff programming report
- 2026 Calendar
- Proposed AG & AH PAC restructuring
- Confidentiality form
- Diversity form
- Conflict of Interest form
- Code of Ethics
- A/R agreement
- B/R agreement
- 2026 Operating Guidelines
- 2026 Policy Manual draft (from 2025)