

**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)