

**Cornell Cooperative Extension Association of Clinton
County BOD Executive Committee Meeting Minutes**

CCE Meeting Room, December 18, 2025

Rachel Dutil - Yes	Fred Palmer - No	Rob Timmons - Yes
Shannon Thayer - Yes		
Total Voting Members Present = 3		
Other Present: Linda Gilliland (Executive Director), Robert Swem (Finance Coordinator), Lois McClurg (Operations Coordinator)		

President Rob Timmons called meeting to order at 5:07pm.

1 December 18, 2025, agenda approved by Shannon Thayer and seconded by Rachel Dutil.

Yes = 3	No = 0	Abstain = 0	Motion Carried - Yes
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2 Minutes: Rachel Dutil moved, seconded by Shannon Thayer to approve the minutes of the September 18th, 2025, meeting.

Yes = 3	No = 0	Abstain = 0	Motion Carried - Yes
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3 Financials: Robert Swem, Finance Coordinator, presented a detailed review of the financials to the board.

2025– YTD - As of	Sept 2025	Oct 2025
Cash	\$427,347.56	\$402,676.37
Total Current Assets	\$510,875.37	\$482,660.82
Total Non-Current Assets	\$73,615.12	\$73,763.64
Right of Use Assets	\$162,424.42	\$158,896.41
Total Assets	\$746,914.91	\$715,320.87
Current Liabilities	\$186,351.48	\$166,204.19
Non-Current Liabilities	\$117,582.05	\$113,684.69
General Fund Balance	\$193,808.72	\$193,808.72
Total Fund Balances	\$442,981.38	\$435,467.99
Year-to-date total Revenues	\$643,320.17	\$711,396.74
Year-to-date total Expenditures	\$638,071.52	\$713,661.48

a. Rob Timmons moved, seconded by Rachel Dutil, to approve Sept. 2025 financials.

Yes = 3	No = 0	Abstain = 0	Motion Carried - Yes
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b. Rachel Dutil moved, seconded by Rob Timmons to approve Oct. 2025 financials.

Yes = 3	No = 0	Abstain = 0	Motion Carried - Yes
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c. Rob Timmons moved, seconded by Rachel Dutil, to approve 2026 revised budget.

Yes = 3	No = 0	Abstain = 0	Motion Carried - Yes
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d. Rachel Dutil moved, seconded by Rob Timmons to disperse \$1000.00 of “Break-A-Lego” Funds to Melissa Sayward.

Yes = 3	No = 0	Abstain = 0	Motion Carried - Yes
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e. Rob Timmons moved, seconded by Rachel Dutil, to approve transfer of funds from designated account to cover payment/disbursement of \$1,000.00.

Yes = 3	No = 0	Abstain = 0	Motion Carried - Yes
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f. Rachel Dutil moved, seconded by Rob Timmons to close “Break-a-Lego” designated fund after transfer.

Yes = 3	No = 0	Abstain = 0	Motion Carried - Yes
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g. Rob Timmons moved, seconded by Rachel Dutil to approve the creation of two separate Designated Funds for Robotics Teams “Gamma Guppies” & “Timber Bots”.

Yes = 3	No = 0	Abstain = 0	Motion Carried - Yes
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h. Motion to disburse funds for ADK Engineers into two new funds and transfer of funds from ADK engineers to new funds. (New Funds will be “Timber Bots” under Melisssa Sayward, and “Gamma Guppies” under Hope Giroux. Funds split 50/50).

Yes = 3	No = 0	Abstain = 0	Motion Carried - Yes
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i. Rachel Dutil moved, seconded by Rob Timmons to close “ADK Engineers Designated Fund.

Yes = 3	No = 0	Abstain = 0	Motion Carried - Yes
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4. Old Business – None

5. New Business: Nutrition Education funding for 1st quarter 2026.

6. Next meeting: Jan 20, 2026, Organizational Meeting at 6pm.

7. Meeting adjourned at 5:40pm moved by Shannon Thayer and seconded by Rachel Dutil.

Yes = 3	No = 0	Abstain = 0	Motion Carried - Yes
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Minutes prepared by Lois McClurg.