

Cornell Cooperative Extension Orange County

Board of Director's Meeting

November 24, 2025

***Minutes***

**In Attendance:** Gordon Dean, Tom Manza, Nancy Proyect Rider, Rachel Carr, Paul Wiley, Patricia Claiborne, Dave Goggins, Lagwana Tyler, Kathi Nywening

**Staff In Attendance:** Olivia O' Connor, Jill Van Aken, Lenora Grable Grant, Shayna Russo, Suzy McCormack, Lucy Joyce, Amanda Sostre

**Absent:** Amy Minutolo, Jill Marie, Paul Ruszkiewicz, Ed Estrada

**Call to Order:** Meeting was called to order at 7:05pm by board president, Gordon Dean; followed by the Pledge of Allegiance.

**Roll Call:** Kathi Nywening

**Reading & Approval of Minutes:** October 27, 2025

Motion by Kathi Nywening, seconded by Lagwana Tyler to accept the October 27, 2025 Board of Director's meeting minutes as presented. Vote taken – unanimous; motion accepted.

**Program Reports**

- ❖ Agriculture – *Maire Ullrich, Issue Leader*
  - Senator Skoufis held an Ag Round Table Friday. Erik & Lucy attended.
- ❖ Family & Consumer Sciences & 4-H Youth Development – *Suzy McCormack, Issue Leader*
  - Programs going successfully
  - EFNEP & Human Development Educator interviews tomorrow
  - Youth Bureau Grant was submitted
  - Impact Report complete
- ❖ SNAP-Ed – *Shayna Russo, Regional Project Manager*
  - 300 boxes of produce were given by Carter Elementary
  - SNAP-Ed funding is extended through 9/2026. But carry over will likely be expended by June.

**Program Presentation: Master Food Preservers** by Olivia O'Connor, MPH; Nutrition Resource Educator

- ❖ MFP Program has been inactive since the pandemic
- ❖ A volunteer-run cohort on enhancing knowledge and skills of food preservation
  - Certificate course
- ❖ Hosted Train the Trainer
  - Monthly meetings
  - 16 participants
  - 40 hours of instruction

Olivia excused at 7:35pm

**President's Report:** Gordon Dean

- ❖ Executive Director position description is almost complete
  - Looking to post Monday
  - Closing date is January 4<sup>th</sup>
  - If unsatisfied with candidate pool– will extend window
  - Salary \$105K-\$115K
  - Stephanie Hubert – Putnam Executive Director invaluable in this search
  - Will present at December All Staff

**Executive Director's Report:** Lucy Joyce

- ❖ RFP has not been released yet for Education Center

**Report of Liaison Representatives:**

- ❖ Orange County Executive's Office – *Paul Wiley*
  - Closed on Sugar Loaf Performing Arts Center on Tuesday
    - Saturday will have two free movies
      - Rudolph
      - National Lampoons Christmas Vacation
- ❖ CCE State Specialist – *Patricia Claiborne*
  - Search committee going very well
  - Executive Director position will be posted 12/1
  - A/R & B/R agreement templates are created
  - HR policy handbook still being worked on

## Committee Reports:

### ❖ Finance Committee – *Tom Manza*

- Met Thursday
- Association Financial situation is positive

Motion by Gordon Dean, seconded by Kathi Nywening to open a Park Designated Fund.  
Vote taken – unanimous. Motion approved.

Motion by Kathi Nywening, seconded by Nancy Proyect Rider to open a Camp Designated Fund. Vote taken – unanimous. Motion approved.

Motion by Nancy Proyect Rider, seconded by Gordon Dean to accept the September Financial Statement as presented. Vote taken – unanimous. Motion accepted.

Motion by Nancy Proyect Rider, seconded by Lagwana Tyler to approve write off the \$2K pledge balance for Tom Davis. Tom has donated more to Duck Derby. Vote taken – unanimous. Motion approved.

### ❖ Fund Development Committee – *Nancy Proyect Rider*

- Annual sponsorship package is complete
- Board could donate together & become one sponsor
- Jill putting out Year End appeal
  - Will be out by 2<sup>nd</sup> week of December
- 2026 Transportation application due next week
- Bank Grants received to be put into camp scholarships
  - First Federal Savings - \$5K
  - OBT - \$2.5K
- Bountiful Harvest profit over \$31K

### ❖ Park & Facilities Committee – *Lagwana Tyler*

- Logging
  - Two bids in
    - HV Forestry \$71,236
    - Peter Downes & Sons \$79,500

### ❖ Nominating Committee – *Dave Goggins*

- Tiffany & Mingjia will be presented for approval at Annual meeting
- 1 vacancy – possibly will be filled by Diane Aboushi Saleh
  - Will meet with her in the next week
    - If they meet & things go well we will put her on slate
- Annual Meeting
  - 12/8 5-7pm

- The Country Club of Otterkill
  - Rich Mayfield will be livestreamed in

## **Unfinished Business**

- ❖ Officer Nominating Committee
  - If you are interested in nominating someone for an officer position, speak with Gordon, Kathi, or Nancy
  - Current officers serve until new officers are elected at the Reorganizational meeting January 26.

## **New Business**

- ❖ 2026 County A/R Agreement
  - Would like to submit 4-5 weeks earlier

Motion by Dave Goggins, seconded by Lagwana Tyler to approve A/R agreement and have current board president, Gordon Dean sign. Vote taken – unanimous. Motion approved.

- ❖ 2024 Audit – Tom Manza
  - Clean opinion
  - No deficiencies in internal control noted
  - Exceeded FDIC – not a concern
  - Financially in good position
  - Revenues exceeded expenses

Motion by Dave Goggins, seconded by Nancy Proyect Rider to approve the 2024 Year End Financial Statements. Vote taken – unanimous. Motion approved.

- ❖ Audit Proposals
  - Mark is great, but audit is late
    - We would like it by June
  - RBT – \$18K
  - PKF – \$27.5K

Motion by Kathi Nywening, seconded by Gordon Dean to have our 2025 Audit completed by RBT. Vote taken – unanimous. Motion approved.

- ❖ Operating Guidelines
  - If you think of any changes please review before January reorganization meeting

**Adjourn:** Motion by Kathi Nywening, seconded by Tom Manza to adjourn the meeting at 8:27PM. Vote taken – unanimous. Meeting adjourned.

Respectfully submitted,

Kathi J Nywening, Board Secretary

Amanda A Sostre, Recording Secretary

**SEPTEMBER 2025**

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

Board of Directors  
Month End Reports

Un-Audited

**Comparative Statement of Operations Summary**  
09/30/2025

REVENUES	Period Ending 09/30/2025	Period Ending 09/30/2024	Annual Budget	Remaining Budget
Federal Smith Lever	\$74,419.00	\$58,971.01	\$88,000.01	\$13,581.01
State 224	\$184,936.91	\$94,790.37	\$231,294.01	\$46,357.10
Benefits	\$1,278,470.82	\$1,397,502.54	\$2,043,815.00	\$765,344.18
County Appropriation	\$1,541,250.00	\$1,427,190.00	\$2,055,000.00	\$513,750.00
Grants & Contracts	\$2,294,494.66	\$2,432,905.18	\$3,326,350.00	\$1,031,855.34
Program/Operating Revenues	\$284,742.95	\$230,143.17	\$299,356.98	\$14,614.03
Non-Operating Revenue	\$6,624.37	\$17,620.44	\$0.00	-\$6,624.37
TOTAL REVENUES	\$5,664,938.71	\$5,659,122.71	\$8,043,816.00	\$2,378,877.29
Transfers From Fund Balances	\$49,133.93	\$72,359.05	\$8.00	-\$49,125.93
TOTAL REVENUES & TRANSFERS FROM FUNDS	\$5,714,072.64	\$5,731,481.76	\$8,043,824.00	\$2,329,751.36
EXPENSES				
All Salaries & Benefits	\$3,606,342.89	\$3,570,090.66	\$5,161,174.96	\$1,554,832.07
Administrative Staff Salaries & Benefits	\$1,768,137.94	\$2,098,849.63	\$2,667,920.38	\$899,782.44
Program Staff Salaries & Benefits	\$1,838,204.95	\$1,471,241.03	\$2,493,254.58	\$655,049.63
Program & Operating Expenses	\$1,692,249.77	\$1,817,484.65	\$2,570,712.08	\$878,462.31
Building & Grounds, Equipment R&M	\$265,055.25	\$253,935.08	\$311,916.96	\$46,861.71
Non-Operating Expense	\$238.96	\$677.56	\$0.00	-\$238.96
TOTAL EXPENSES	\$5,563,886.87	\$5,642,187.95	\$8,043,804.00	\$2,479,917.13
Transfers To Fund Balances	\$0.00	\$49,007.45	\$4.00	\$4.00
TOTAL EXPENSES & TRANSFERS TO FUNDS	\$5,563,886.87	\$5,691,195.40	\$8,043,808.00	\$2,479,921.13
NET FROM TRANSFERS	\$49,133.93	\$23,351.60	\$4.00	(\$49,129.93)
NET FROM CURRENT OPERATIONS	\$101,051.84	\$16,934.76	\$12.00	(\$101,039.84)
NET FROM TRANSFERS & CURRENT OPERATIONS	\$150,185.77	\$40,286.36	\$16.00	(\$150,169.77)

**CCE Orange County**  
**Statement of Financial Position**  
09/30/2025

Last Month Closed 08/31/2025

Assets	Current Year	Previous Year
Current Assets:		
Petty Cash	\$ 825.00	\$ 825.00
Checking	\$ 358,588.24	\$ 935,641.43
Savings	\$ 801,358.49	\$ -
Cash Equivalents	\$ 221,749.49	\$ 195,626.46
Undeposited Funds	\$ 8,812.48	\$ 4,736.00
<b>Total Cash</b>	<b>\$ 1,391,333.70</b>	<b>\$ 1,136,828.89</b>
Accounts Receivable	\$ 892,187.55	\$ 1,568,209.20
Pledges Receivable Current	\$ 10,133.25	\$ 10,233.25
Due From, Intra-Assoc	\$ 97,867.94	\$ 67,814.55
Allowance/Pledges Rec	\$ (1,548.33)	\$ (2,158.33)
Marketable Securities	\$ 34,625.54	\$ 34,633.05
Certificates of Deposit, 12 Months or Less	\$ 271,477.68	\$ 260,261.23
Prepaid Expenses	\$ 64,289.52	\$ 95,204.85
<b>Total Current Assets</b>	<b>\$ 2,760,366.85</b>	<b>\$ 3,171,026.69</b>
Non-Current Assets:		
Investments, Other	\$ 47,798.61	\$ 43,136.88
Pledges Rec, Non-Current	\$ 1,500.00	\$ 1,500.00
Deposits Non-Current	\$ 218,946.00	\$ 193,038.00
<b>Total Non-Current Assets</b>	<b>\$ 268,244.61</b>	<b>\$ 237,674.88</b>
Right-Of-Use Assets:		
Right-Of-Use Buildings	\$ 502,703.09	\$ 732,419.70
Right-Of-Use Equipment	\$ (4,486.60)	\$ 4,055.09
<b>Total Right-Of-Use Assets</b>	<b>\$ 498,216.49</b>	<b>\$ 736,474.79</b>
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	\$ (838,861.06)	\$ (770,860.20)
<b>Total Fixed Assets</b>	<b>\$ 1,397,138.41</b>	<b>\$ 1,465,139.27</b>
<b>Total Assets</b>	<b>\$ 4,923,966.36</b>	<b>\$ 5,610,315.63</b>
Liabilities and Net Assets		
Current Liabilities:		
Accounts Payable	\$ 329,607.40	\$ 1,021,853.28
Accounts Payable, Cornell	\$ 246,089.18	\$ 234,993.71
Due To, Intra-Assoc	\$ 97,867.94	\$ 67,814.55
Accounts Payable, Credit Card	\$ 80.50	\$ (11,243.21)
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	\$ 2,285.96
Deferred Revenues	\$ 605,063.30	\$ 641,764.36
Agency Funds	\$ 462.87	\$ (8,743.73)
Loans, Bonds & Notes Current	\$ (6,289.64)	\$ (4,155.46)
Operating Leases Current	\$ 238,225.76	\$ 231,503.06
<b>Total Current Liabilities</b>	<b>\$ 1,628,286.09</b>	<b>\$ 2,293,704.33</b>
Non-Current Liabilities:		
Loans, Bonds & Notes Non-Current	\$ 147,196.72	\$ 149,918.03
Operating Leases Non-Current	\$ 259,993.20	\$ 504,971.73
Total Non-Current Liabilities	\$ 407,189.92	\$ 654,889.76
<b>Total Liabilities</b>	<b>\$ 2,035,476.01</b>	<b>\$ 2,948,594.09</b>
Net Assets:		
Net Assets Without Donor Restrictions	\$ 2,797,455.53	\$ 2,567,136.40
Net Assets With Donor Restrictions	\$ 91,034.82	\$ 94,585.14
Total Net Assets	\$ 2,888,490.35	\$ 2,661,721.54
<b>Total Liabilities and Net Assets</b>	<b>\$ 4,923,966.36</b>	<b>\$ 5,610,315.63</b>



**CCE Orange County  
Statement of Cash Flows**

**Last Month Closed    08/31/2025**

	<b>Period Ending 09/30/2025</b>	<b>Period Ending 09/30/2024</b>
Change in net assets	\$ 101,051.84	\$ 16,934.76
Adjustments to reconcile change in net assets used by operating activities		
Depreciation	\$ 226,514.67	\$ 200,402.60
(Increase) Decrease in assets		
Accounts Receivable	\$ (181,733.89)	\$ (707,034.38)
Pledges Receivable Current	\$ (500.00)	\$ 3,750.00
Due From, Intra-Assoc	\$ (30,053.39)	\$ (9,400.00)
Marketable Securities	\$ 34.34	\$ 25,013.76
Certificates of Deposit, 12 months or less	\$ (8,228.45)	\$ (9,036.86)
Prepaid Expenses	\$ (20,822.88)	\$ (58,623.39)
Increase (Decrease) in liabilities		
Accounts Payable	\$ (93,675.93)	\$ 606,785.37
Accounts Payable, Cornell	\$ 8,351.98	\$ (10,719.76)
Due To, Intra-Assoc	\$ 30,053.39	\$ 9,400.00
Accounts Payable, Credit Card	\$ 18,282.50	\$ (11,243.21)
Accrued Payroll	\$ -	\$ (5,702.61)
Accrued Expenses, Other	\$ -	\$ (8,758.00)
Sales Tax Payable	\$ -	\$ 745.14
Deferred Revenues	\$ 156,050.72	\$ 318,998.32
Agency Funds	\$ 202.60	\$ (8,874.27)
Loans, Bonds & Notes Current	\$ (10,741.37)	\$ (7,891.46)
Operating Leases Current	\$ 4,602.90	\$ 3,819.57
Loans, Bonds & Notes Non-Current	\$ 6,985.20	\$ 4,191.12
Operating Leases Non-Current	\$ (185,019.22)	\$ (172,141.96)
Net Cash (Used) by Operating Activities	\$ (306,211.50)	\$ (36,722.62)
Cash Flows from Investing Activities		
Purchase of Equipment	\$ -	\$ 17,274.70
Cash Used for Investments	\$ 4,661.73	\$ 3,972.15
Net Cash (Used) by Investing Activities	\$ (4,661.73)	\$ (21,246.85)
NET INCREASE (DECREASE) IN ASSETS	\$ 16,693.28	\$ 159,367.89
CASH BALANCE, BEGINNING OF YEAR	\$ 1,374,640.42	\$ 977,461.00
CASH BALANCE,END OF FISCAL PERIOD	\$ 1,391,333.70	\$ 1,136,828.89