

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 4th
 - 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 2nd 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

	Current Year	Previous Year
Assets		
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
Total Cash	\$ 1,391,333.70	\$ 1,136,828.89
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
Total Current Assets	\$ 2,760,366.85	\$ 3,171,026.69
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
Total Non-Current Assets	\$ 268,244.61	\$ 237,674.88
Right-Of-Use Assets:		
Right-Of-Use Buildings	\$ 502,703.09	\$ 732,419.70
Right-Of-Use Equipment	\$ (4,486.60)	\$ 4,055.09
Total Right-Of-Use Assets	\$ 498,216.49	\$ 736,474.79
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)
Total Fixed Assets	\$ 1,397,138.41	\$ 1,465,139.27
Total Assets	\$ 4,923,966.36	\$ 5,610,315.63
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
Total Current Liabilities	\$ 1,628,286.09	\$ 2,293,704.33
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
Total Liabilities	\$ 2,035,476.01	\$ 2,948,594.09
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
Total Liabilities and Net Assets	\$ 4,923,966.36	\$ 5,610,315.63

CCE Orange County
Statement of Cash Flows

Last Month Closed 08/31/2025

	Period Ending 09/30/2025	Period Ending 09/30/2024
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