

Cornell Cooperative Extension of Steuben County
Board of Directors
January 22, 2026

The January 22, 2026 of the Cornell Cooperative Extension Board of Directors was called to order by B. Joint at 4:31p.

Members Present: B. Joint, J. Jordan, P. Kephart, K. Lowery, L. Zawrotny, H., C. Susick

Members Via Zoom: H. Lando

Members Absent: W. Konopski, F. Potter, P. O'Conner

Staff Present: T. McKinley, R. Shirley, A. Zschoche

Appointment of notetaker: B. Joint made a motion for A. Zschoche to be the notetaker for 2026, C. Susick seconded. Motion carried unanimously.

Approval of the December 2025 Board Minutes: J. Jordan made a motion to approve the December 2025 minutes. Second by K. Lowery. There was no further discussion, and the motion was carried unanimously.

Public Comment Period: None

Reorganization- H. Lando motioned to reorganize as written in the board document previously received. C. Susick seconded and motion was carried unanimously. J. Jordan takes over as president of the board with B. Joint as Vice President for the year.

Reports:

- **State Extension Specialist:**
 - P. O'Connor sent notes
 - AR and BR to be voted on has been sent
 - Training coming up for chair/co-chair of board and nominating committee
 - Updating CCE website- looking at March for Steuben
 - Will be starting to use salesforce soon.
 - EDs will be headed to Albany to advocate for CCE funding and SNAP Ed funding
- **Financial Report:** R. Shirley presented financials, they are not complete due to preparation for year end financials at the end of March.
- **Executive Director Report:**
 - A lot of programming/activities going on
 - Plant BINGO was a success
 - Currently looking at grant to cover 3 nutrition staff for 5 years

- **Program Area Reports:**

- **Youth Development Committee-**

- Ag In The Classroom- in all 13 school districts across county seeing more than 3000 a month
 - 4-H public presentations scheduled 2/21
 - Discussed showcase schedule
 - Ag Lit Week coming up-looking for book sponsors to cover public/school libraries

- **Ag & NR Program Advisory Committee**

- S. Sammis is now vice chair
 - 1/21 was a manure applicator training-well attended
 - Looking at pruning workshop
 - Looking for Sponsors for Ag Literacy Week books
 - Next meeting 2/10/26

- **Community Health and Well Being** –Next meeting 2/3

Old Business: N/A

New Business:

- Approval of the Authorization to Conduct Business for 2026– B. Joint moved to approved and K. Lowery seconded. Carried unanimously.
 - Approval of Operating Guidelines for 2026 - K. Lowery moved to approve and C. Susick seconded. Carried unanimously.
- Approval of 2026 AR Agreement (County agreement with CCE). B. Joint moved to approved and P. Kephart seconded. Carried unanimously.
- Approval of 2026 BR Agreement (CCE Agreement with Cornell University). C. Susick motioned and K. Lowery seconded. Carried unanimously.
- Meet and Greet- Board and Staff- 6/25/26 4p-5p and Board meeting 5-6p
- Expense Report Discussion – B. Joint moved to table and C. Susick seconded. Carried unanimously.

Other Business:

- C. Susick challenged the board to share/participate in the postings on Facebook. He is top promoter currently.
- P. Kephart challenged the board to purchase an Agricultural Literacy Week book.

Next Meeting: BOD meeting at 4:30 pm at the Annex Building on February 26, 2026

Adjourn: Motion to adjourn at 5:40p made by L. Zawrotny and seconded by K. Lowery and the motion was carried unanimously.

Minutes respectfully submitted by A. Zschoche.