

Association Board of Directors Meeting Minutes

Tuesday, November 25, 2025, 6:30 PM

In-person at Cobleskill Extension Center, Cooperstown Education Center & Virtual Zoom

ACTION ITEMS:

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1. **Call to order** – President Deb Gansinger-Hall called the Association Board of Directors meeting to order at 6:42 PM. The president directed members to review the agenda and asked for additional agenda items. No additions were requested.
2. **Roll call** – Vice President Shelby MacLeish did roll call, and the board members present were Tina Douglas, Lynn Dunn (via Zoom at 7 PM) Christine Edwards, Deborah Gansinger Hall, Betsy Jensen, Shelby MacLeish, Carol Phelps, Tom Pullyblank and Steve Sinniger (via Zoom). Also in attendance were staff Liz Callahan and Mayra Richter. Absent were James Bryant, Danielle Hautaniemi, Kianny Lugo, Andrew Marietta and Alicia Terry. A quorum was present.
3. **Secretary's Report** – Deborah Gansinger Hall asked for any corrections or additions to the September 23, 2025 meeting minutes. With no corrections voiced, Carol Phelps moved to approve the minutes as presented, Tom Pullyblank seconded the motion. Motion carried unanimously.
4. **Standing Committee Reports** (*Committee meeting minutes previously provided for review*):
 - a. **Finance & HR Committee** – The committee met on November 20, 2025. The committee presented the following action item:
 - The committee recommended to the board that the Schoharie and Otsego finance reports through October to be approved as presented. Betsy Jensen made the motion to approve the Finance Reports as presented subject to audit; Shelby MacLeish seconded the motion. Motion carried unanimously.
 - b. **Fund Development Committee** – The committee met on November 4, 2025. No action items presented. Deb highlighted that we are planning an online auction in the near future.
 - c. **Buildings & Grounds Committee** – The committee met on November 20, 2025. No action items presented. Progress is being made on needed repairs at both offices.
 - d. **Nominating Committee Report** – Liz reminded that there are still openings on PACs and expected to be filled by January 2026 meeting, please let Liz know of any nominations and she will pass them along to the nominating committee. Kudos to Lynn Dunn for her work this year.
 - e. **Annual Meeting Committee** – The committee met on November 21, 2025. No action items presented. The Annual Meeting in October was very well received.
5. **Program Advisory Committee Reports** (*Committee meeting minutes previously provided for review*):
 - a. **Agriculture and Horticulture Committee** – The committee met on October 28, 2025. No action items presented.

- b. **4-H Youth Development Committee** – The committee met on October 7, 2025. No action items presented.
- c. **Family and Consumer Sciences Committee** – The committee met on October 6, 2025. No action items presented.
- 6. **Executive Director's Report** –
 - a. Liz reported that programming staff have been busy doing Program Data & Reporting for the 2025 program year. This is qualitative and quantitative data all associations provide to Cornell for their reports to funders at the state and national levels.
 - b. Liz, Kelley and Marcie all attended the Agricultural Inservice in Ithaca. Kelley attended Agriculture sessions, Marcie attended sessions on Horticulture & Natural Resources, and Liz attended sessions under both topic areas to make sure all the topics were covered.
 - c. CCESO is one of 3 partners modeling and applying a Farm-to-Early Childhood grant that would bring education, outreach activities for families and connect Early Childhood programs like HeadStart to local producers. If funded, this program will be modeled on our Farm-to-School program but will be serving youth not enrolled in kindergarten in both counties.
 - d. Liz reported that we received level funding from Schoharie County appropriations at \$290,000 for 2026. It is still unsure of what the Otsego County allocation will be, but it's Andrew's understanding that we should be restored to level funding of around \$221,000 in the 2026 budget.
 - e. Liz announced that Michelle Leveski is officially retiring on December 25, 2025. Nelta has transitioned into the role of EFENP nutrition educator, and the Healthy Connections position will be scaled back for next year due to decreased RHENSOM funding.
 - f. Tina asked if Teresa was back at work, Liz confirmed she is back at work and is catching up.
- 7. **Otsego Board of Representatives Report** – No report provided in Andrew's absence.
- 8. **Schoharie Board of Supervisors Report** – No report provided in Alicia's absence.
- 9. **Old Business** – No old business discussed
- 10. **New Business** – The Compliance Review Report from campus is in, it has been posted on the Board Documents on our website and print copies are available at each location. Liz reviewed that the findings are not problematic and more technical in nature. Mayra noted that except for the first finding, the other four findings have already been addressed.
 - a. To improve our separation of duties, the first finding is a recommendation that the Board of Directors adopt a policy of having a board member approve all reimbursement expenses for the Executive Director within our accounting software. General discussion ensued.

Christine Edwards made a motion to assign responsibility of approving ED expenses directly in Acumatica to the Association Treasurer effective immediately using the tools provided by Acumatica, and to amend our annual Association Operating Guidelines accordingly. Shelby MacLeish seconded the motion. Motion carried unanimously.
- 11. **Upcoming Events** –
 - a. 11/28-12/14 4-H Paper Clover Sale at all Tractor Supply Stores
 - b. 12/2 – Giving Tuesday

- c. 12/6 4-H Arts and Crafts Workshop
 - d. 12/19 – Holiday Sweater Potluck for all staff, Board members and PAC members at The Extension Center in Cobleskill, at 12PM
12. **President Shoutouts of Success** – Steve Sinniger for continued work with 4-H, Lynn Dunn for her hard work with Annual Meeting, Tom Pullyblank for his hard work with the internal review and Christine Edwards for presenting about CCE and 4-H at the volunteerism conference at SUNY Oneonta.
13. **Adjournment** – Meeting Adjourned at 7:37 PM on a motion by Carol Phelps, seconded by Betsy Jensen. The Annual Organizational Meeting will be held on January 27, 2026 at 6:00 PM.

Minutes submitted by: Mayra Richter

Reviewed by: Liz Callahan