

# Cornell Cooperative Extension Delaware County

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## Cornell Cooperative Extension of Delaware County Organizational Meeting Minutes

Tuesday, February 11, 2026

6:00 – 8:30 PM

Cooperative Extension Office, Hamden, NY

### Board Member Attendance:

Count	Name	Position	Term	Expiration
1	Betty Scott	Outgoing President	2	2025
2	Rebecca Walley	At Large	1	2026-2028
3	Jill Coleman	4-H Rep	1	2024-2026
4	Rachael Collins	4-H Rep	2	2023-2028
Zoom/No Vote	Eric Scofield	At Large	1	2025-2027
5	Christina Losie	HE Rep	1	2024-2026
6	Madeline Chapin	At Large	1 year fill in	2026
7	Donald Smith	Board of Sup. Rep	Appointed	-
8	Kim Moody	At Large	2 year fill in	2026-2027
9	Beth Howland	At Large	1	2026-2028
Zoom	Patricia Claiborne	State Extension Specialist	-	-
Absent	Damian Hill	Ag Rep	1	2025-2027
Absent	Kendra Wiggins	At Large	1	2026-2028
Absent	Jason Mondore	At Large	1	2024-2026
Absent	Cathy Popp-McKenna	HE Rep	1	2025-2027
Absent	Kirk Fletcher	Ag Rep	2	2021-2026

Other Attendees: Emily Roach, Executive Director; Charles Engel, Finance Manager; Jacquelyn VanLoan, Office Administrator/HR; Paul Cerosaletti, Ag Team Leader; Desiree Kever, Ag Issue Leader (zoom); Ashley Silano-Moore, 4-H Team Leader (zoom), Dove Karn, Human Ecology Team Leader, Meg Potter, PFM Team Leader.

- I. Call to Order (6:11 pm)
- II. Welcome & Introductions
  - Betty welcomed everyone, each attendee introduced themselves.

Putting Knowledge to Work

Cornell Cooperative Extension is an employer and educator recognized for providing equal program and employment opportunities in accordance with applicable laws.



III. Public Comments – none at this time.

IV. Executive Director's Report – Emily Roach

- Emily gave a report on her last few months as the new Executive Director. She said her goal is to have all board meeting packets, to board members, a week before the scheduled meetings. There will be a training for board members and program advisory committee members.

Board President & Vice President Training – March 5, 6-7:30pm

Treasurer/Finance Training – April 21, 6-7:30pm

Nominating Committee Training – May 5, 6-7:30pm

New Board Member & Program Advisory Committee Training TBA

V. President's Report – Betty Scott

Betty said that she is leaving CCEDC in a much better place and thanked everyone for their involvement and welcomed the new members. She discussed the Bylaws and nepotism, explaining that members of the board cannot have a spouse, parent, sibling or someone living within their home employed at CCEDC. For this reason, Tim Gutliph has resigned from his position on the board. She then praised Emily and becoming the new ED, her leadership is welcomed.

VI. Finance Manager Report – Charles Engel

Investment Accounts – none that have matured.

2026 Budget – approved in December at the Executive Committee meeting.

Audit – 2024 needs to be after year end is completed in March. 2025 will be completed this fall.

Charlie then went on to say that the consolidation of accounts should be considered. CCEDC has multiple accounts at Community Bank, Wayne Bank, Peoples, Sidney Federal Credit Union and NBT. Would like to consider utilizing Wayne Bank and Community Bank only.

VII. Reports and Updates:

- Supervisor Representative Comments: Betty Scott presented for the last time; Donald Smith will take over after this meeting.
  - She said that any relevant information should be reported. The Delaware County Board of Supervisors approved the budget for this year. The AR agreement between the County and CCEDC was being worked on, Emily stated that it is complete.

- Betty then said that there will be no more land acquisitions in Sections 3 & 4, there may be some in Sections 1 & 2.
- Supervisors were elected and elections will be held every two years.
- State Extension Specialist: Patricia Claiborne
  - Patricia started by stating that it has been a pleasure working with Emily and they meet weekly.
  - There will be training for NY Council of non-profits and collaborations with CCE this is scheduled for April 23, 2026.
  - Pat mentioned the year end closing deadline is March 31, if an extension is needed to contact Paul O'Connor.
  - If we receive an IRS 99 letter contact Patrick F. immediately, this is regarding the 501c3 status.

### **New Business**

VIII. Approval of Board Minutes from 11/3/2025 and 12/11/2025.

Vote:

Motion to approve Board Minutes for 11/3/2025

Motioned by: Rebecca Walley

Second: Christina Losie

Motion Carried: motion was passed unanimously

Motion to approve Executive Committee Minutes for 12/11/2025

Motioned by: Jill Coleman

Second: Christina Losie

Motion Carried: motion was passed unanimously

X. MOU extension for IT with Tompkins County through the end of March 2026.

Motion to approve MOU extension

Motioned by: Donald Smith

Second: Rebecca Walley

Motion Carried: motion was passed unanimously

XI. Emily updated the members on the Association Policy updates being completed by HR1, she stated that it is her understanding that HR1 has worked through the first section and is working on the second, will send policies to associations then it should

be a few months more after that and CCE Administration will pay for an Attorney to review.

Patricia stated that HR1 has completed the policies and they are currently at the attorney's office for review.

- XII. Election of Officers: Proposed candidates:
- i. President – Rebecca (Becky) Walley
  - ii. Vice President – Jill Coleman
  - iii. Secretary – Rachael Collins
  - iv. Treasurer – Eric Scofield

Motion to approve Proposed candidates

Motioned by: Donald Smith

Second: Christina Losie

Motion Carried: motion was passed unanimously

- XIII. Board Appointments:

- i. Advisor(s)  
Polly Dellacrosse to 4-H Issue Committee  
Janet Beken-Smith & Jackie Oliver to Ag Issue Committee
- ii. Camp Committee  
Carol LaTourette, Doug Whittaker, Cathy Scofield, Polly Dellacrosse, and Lindy Taggart

- Standing Committees

Personnel

Kirk Fletcher (Ag)

Rachael Collins (4-H)

Christina Losie (HE)

Kenda Wiggans

Jason Mondore

\*\*President

ex-officio

Finance

Damian Hill (Ag)

Jill Coleman (4-H)

Cathy PoppMcKenna (HE)

Eric Scofield

Madeline Chapin

\*\*President

ex-officio

Long Range

Meranda Reynolds (Ag)

Kirstie Mattson (4-H)

Eileen Kline (HE)

Beth Holland

Kim Moody

\*\*President

ex-officio

Chair appointments for each committee:

Personnel – Christina Losie

Finance – Eric Scofield

Long Range – Beth Howland

- Nominating Committee: we are still trying to get this committee put together. Plan to make appointments at March meeting.

XIV. Fiscal Authorizations

- i. Add Board President, Vice President and Treasurer as signers on bank accounts, loans and other financial transactions including signing checks.

- a. President
- b. Vice President
- c. Treasurer

Vote:

Motioned by: Rachael Collins

Second: Christina Losie

Motion Carried: motion was passed unanimously

- ii. Any checks over \$20,000 will require a signature from the Board President or Treasurer

Vote:

Motioned by: Rachael Collins

Second: Christina Losie

Motion Carried: motion was passed unanimously

- iii. Any account transfers and checks of \$50,000 or more must be approved by Board. WAC bank account to main checking account and WAC reimbursement checks do not require Board approval to transfer.

Vote:

Motioned by: Jill Coleman

Second: Kim Moody

Motion Carried: motion was passed unanimously

- iv. Checks over \$2,000 require dual signature

Vote:

Motioned by: Christina Losie

Second: Rachael Collins

Motion Carried: motion was passed unanimously

- v. Acknowledge review and receipt of FORM Code 104; Organizational & Financial Leadership in Extension Associations; Financial Responsibilities of Associations Board of Directors  
Vote:  
Motioned by: Christina Losie  
Second: Jill Coleman  
Motion Carried: motion was passed unanimously
- vi. Approval of mileage and per diem expenses: mileage reimbursed at Federal Guidelines and Per-Diem Expenses reimbursed at Federal Rates or with receipts not to exceed Federal Rates (2026 Mileage Rate = \$0.725/mile).  
Vote:  
Motioned by: Donald Smith  
Second: Christina Losie  
Motion Carried: motion was passed unanimously
- vii. CCE check signers: Paul, Dove, and Ashley  
Vote:  
Motioned by: Christina Losie  
Second: Rachael Collins  
Motion Carried: motion was passed unanimously

#### RESOLUTION FOR BANKING ACCOUNTS

HEREBY CERTIFY to the following bank (Wayne ) that at a meeting of the Board of Directors of Cornell Cooperative Extension Association of Delaware County, a not-for-profit Organization organized under the laws of the State of New York duly called (a quorum being present) and held at the office of said organization at 34570 State Hwy 10, Suite 2, Hamden, NY 13782 on the 11<sup>th</sup> day of February 2026. THE FOLLOWING resolutions were duly adopted and are now in full force and effect:

RESOLVED, that the above banks be designated as depositors of this organization and that all checks, notes, drafts, bills of exchange, acceptances, undertakings or other orders for the payment of money from the accounts of this organization with the said Bank, including any payments by the Bank which might exceed the amount of funds of the organization then on deposit, may be honored by the said Bank when signed on behalf of this organization by any one of its following officers and/or employees, to wit:

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Rebecca Walley, President

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Jacquelyn VanLoan

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Jill Coleman, Vice President

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Paul Cerosaletti

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Eric Scofield, Treasurer

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Dale Dewing

---

Charles Engal – Finance Manager

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Ashley Silano-Moore

RESOLVED, that the above Banks, are hereby authorized to pay any such orders and also to receive the same for credit of or in payment from the payee or any other holder without inquiry as to the circumstances of issue or the disposition of the proceeds even if drawn to the individual order of any signing officer or tendered in payment of his individual obligation.

RESOLVED, that the foregoing powers and authority will continue until written notice of revocation has been delivered to the above Banks.

RESOLVED, that the secretary to this organization be and he/she is authorized to certify to the above Banks, the foregoing resolutions and that the provisions thereof and in conformity with the charter and by-laws of this organization.

I FURTHER CERTIFY that there is no provision in the charter or by-laws of said organization limiting the power of the board of directors to pass the foregoing resolutions and that the same are in conformity with the provisions of said charter and by-laws.

IN WITNESS WHEREOF, I have hereunto set my hand as secretary of said organization this 11<sup>th</sup> day of February 2026.

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Rachael Collins, Secretary

Motioned by: Donald Smith

Second: Jill Coleman

Discussion:

Motion Carried: motion was passed unanimously

XV. Other Authorizations:

- a. AR Agreement – Emily stated this has been submitted and was returned signed by the County

Vote:

Motioned by: Beth Howland

Second: Madeline Chapin

- Motion Carried: motion was passed unanimously
- b. BR Agreement – Emily stated this our agreement with Cornell
    - Vote:
    - Motioned by: Donald Smith
    - Second: Christina Losie
    - Motion Carried: motion was passed unanimously
  - c. Board Meeting Dates for 2026: 2/11, 3/17, 5/19, 7/21, 9/15
    - Vote:
    - Motioned by: Jill Coleman
    - Second: Madeline Chapin
    - Motion Carried: motion was passed unanimously
  - d. Designation of official newspaper for announcements – The Reporter
    - Vote:
    - Motioned by: Christina Losie
    - Second: Rachael Collins
    - Motion Carried: motion was passed unanimously
  - e. Holiday Schedule for 2026
    - Vote:
    - Motioned by: Rachael Collins
    - Second: Donald Smith
    - Motion Carried: motion was passed unanimously
  - f. Authorized support staff to act as assistants to the treasurer (selected by treasurer) (ex: open and close bank accounts with Board approval):
    - i. Charles Engel
      - Vote:
      - Motioned by: Donald Smith
      - Second: Madeline Chapin
      - Motion Carried: motion was passed unanimously
  - g. Appointment of Jacquelyn VanLoan as assistant to the Secretary. The assistant secretary shall not serve as an officer nor be eligible to vote.
    - Vote:
    - Motioned by: Christina Losie
    - Second: Jill Coleman
    - Motion Carried: motion was passed unanimously
  - h. Work cell phone covered by CCE for executive director, Emily will have options of carriers at the March 2026 meeting
    - Vote:
    - Motioned by: Jill Coleman
    - Second: Madeline Chapin
    - Motion Carried: motion was passed unanimously
  - i. Transition of Committee Names to align with Cornell’s naming convention
    - i. Issue Committees to Program Advisory Committees
      - Vote:

Motioned By: Beth Howland

Second: Christina Losie

Motion Carried: motion was passed unanimously

- ii. Advisory Committees to Program Development Committees

Vote:

Motioned By: Donald Smith

Second: Jill Coleman

Motion Carried: motion was passed unanimously

XVI. Board Member Documents

- a. Board/Organizational Report

- b. Code of Ethics/Conflict of Interest – Emily and Jake have been trying to locate a Conflict of Interest form without success but will continue looking. COI verbiage is included in Code of Ethics form.

XVII. Looking Ahead

- a. March BOD Meeting:

- i. Authorize 2026 MI-1 Record Retention Policy per Form Code 1705:  
Retention of Records

- ii. Financial Year End Review

- iii. Approval of previous year's financial statements

- iv. Review joining North/Central SBN – Emily will bring to March meeting.

- v. CCE DC Constitution Update

- vi. Update Operating Guidelines

- vii. Appoint Nominating Committee

- viii. Review and approve Delhi Telephone Company Quotes for Camp internet/camera upgrades

- b. Board President/Vice President Training March 5, 6-7:30pm

- c. Board Treasurer & Finance Training April 21, 6-7:30pm

- d. Nominating Committee Training May 5, 6-7:30pm

Motion to go into Executive Session to discuss current litigation

Motioned By: Christina Losie

Second: Rachael Collins

Motion Carried: motion was passed unanimously

Motion to invite Betty Scott and Charlie into Executive Session

Motioned By: Rachael Collins

Second: Christina Losie

Motion Carried: motion was passed unanimously

Motion to come out of Executive Session

Motion By: Donald Smith

Second: Jill Coleman  
Motion Carried: motion was passed unanimously

Adjourn

Vote:  
Motioned by: Donald Smith  
Second: Jill Coleman  
Discussion: none  
Motion Carried: motion was passed unanimously

Meeting ended at 8: 15 pm  
Next meeting scheduled for Tuesday, March 17, 2026