

**Cornell Cooperative Extension Association of Clinton County
Board of Directors Meeting (CCE Meeting Room)
January 20, 2026**

Wanda Carroll - Yes	Matthew Douthat - Yes	Rachel Dutil - Yes
Ely Giroux - Yes	David LePage - Yes	Alexandra Mendofik - Yes
Norma Menard - No	Fred Palmer - Yes	Chrysa Rabideau - Yes
Courtney Rock - No	Shannon Thayer - Yes	Rob Timmons - Yes
Total Voting Members Present = 10		
Other Present: Linda Gilliland (Executive Director), Robert Swem (Finance Coordinator), Kevin Jordan (Extension Specialist), and Lois McClurg (Operations Coordinator)		

President Rob Timmons called meeting to order at 6:00pm.

1. Agenda approved: Rachel Dutil moved, seconded by Fred Palmer

Yes = 10	No = 0	Abstain = 0	Motion Carried - Yes
----------	--------	-------------	----------------------

2. Minutes: Shannon Thayer moved, seconded by Alexandra Mendofik to approve December 18th, 2025, minutes.

Yes = 10	No = 0	Abstain = 0	Motion Carried - Yes
----------	--------	-------------	----------------------

3. President report – SNAP-Ed to continue for first quarter of 2026.
4. Campus Update: Board Orientation via Zoom for new BOD members in the North Country scheduled for Jan 22. Recording will be available. Albany Executive Legislative visit scheduled for January 26-27, 2026. Other training courses via Zoom from 6:00-7:30PM:
- a. Updated BOD President training, March 5, 2026
 - b. New BOD Treasurer training: April 6, 2026
 - c. New Nominating Committee Chair: May 5, 2026
5. Organizational Business: Election of Officers – Wanda Carroll moved, seconded by Matthew Douthat to approve full slate of officers.
- a. President – Rob Timmons
 - b. Vice-President – Fred Palmer
 - c. Secretary – Rachel Dutil
 - d. Treasurer – Shannon Thayer
6. Financials: Approve Financial (pending audit) Robert Swem, Finance coordinator presented November 2025 financials –highlights:

2025 – YTD - As of	Nov 30th
Cash	\$408,340.82
Current Assets	\$468,911.37
Deposits	\$21,837.00
Right of Use Assets	\$155,343.53
Total Assets	\$698,172.46
Current Liabilities	\$147,328.62
Non-Current Liabilities	\$109,687.60
General Fund Balance	\$193,808.72
Total Fund Balances	\$441,156.24

Year-to-date total Revenues	\$790,069.59
Year-to-date total Expenditures	\$786,646.08

- a) November 2025: Chrysa Rabideau motioned, and Rachel Dutil seconded to approve November 2025 financials (pending audit).

Yes = 10	No = 0	Abstain = 0	Motion Carried - Yes
----------	--------	-------------	----------------------

- b) Approval of 2026 Financial Controls: Motioned by Rachel Dutil, seconded by Matthew Douthat.

Yes = 10	No = 0	Abstain = 0	Motion Carried - Yes
----------	--------	-------------	----------------------

7. Appointment of Committee Representatives and BOD assistants by Board President.

- a. Youth & Family Committee Board Representative – Wanda Carroll
- b. Agricultural Committee Board Representative – Alexandra Mendofik
- c. Establish Standing Committees:
 - i. Finance Committee: Rob Timmons, Fred Palmer and Shannon Thayer
 - ii. Personnel Committee: Rob Timmons, Wanda Carroll, Matthew Douthat
 - iii. Executive Committee: (Board Officers) Rob Timmons, Fred Palmer, Shannon Thayer and Rachel Dutil
 - iv. Nominating Committee – 5 members to be assigned
- d. Assistant to the Secretary – Lois McClurg
- e. Assistant to the Treasurer – Robert Swem

8. Legislative Report: Rob Timmons: Some new county legislators. Recommend that CCE introduce themselves.

9. Executive Director’s Report – Some highlights: SNAP-Ed program is funded through end of March 2026. We were awarded Hannaford Obesity Grant of \$10,000. Received funding of \$4,000 from Clinton County Youth Bureau for Real Life Ready. Noon Rotary presented us with \$400 for Master Food Preservation. Received a \$2,500 grant for Robotics (Timber Bots) from the Pearsall Foundation. A stipend of \$1,500 was given to 4-H Resource Educator for coordinating Staff (teen leadership). Also received a Seed 2 Supper grant of \$800. We applied for a summer intern for “Growing Together” from the College of Human Ecology. This is funded by the College. Deadline for applicants is March 2, 2026. Met with our new Assemblyman of the 115th district, Michael Cashman. 4-H presentations were on January 19th, almost 100 children participated with a make-up date for remaining children scheduled for March. Baby-sitting training will be happening in February during Winter break. Bruce Kilgore (Master Beekeeper) is doing Bee Keeping class over the next 3 years. Still trying to get Grain Bin rescue event for 2026. Golden Years is off and running and growing – helping with socializing and isolation for seniors.

10. Program Committee

- a. 4-H Youth & Family Program Committee – First meeting Feb 12th, 2026, and 4 meetings scheduled for the year.
- b. Agricultural Program Committee – First meeting, Jan 26, 2026

11. Old Business - none

12. New Business

- a. Motion to Approve the AR/BR: Motioned by Matthew Douthat and seconded by Shannon Thayer to accept and authorize the BOD president to sign the AR and BR when available. New requirement for 2026 is for all extensions to carry Cyber Security Insurance.

Yes = 10	No = 0	Abstain = 0	Motion Carried - Yes
----------	--------	-------------	----------------------

- b. Motion to approve the 2026 Operating Guidelines Alexandra Mendofik motioned, seconded by Ely Giroux, to approve the 2026 Operating Guidelines.

Yes = 10	No = 0	Abstain = 0	Motion Carried - Yes
----------	--------	-------------	----------------------

- c. Annual Sexual Harassment training will be sent to all Board members, and you are asked to complete it prior to the next Board meeting.

13. Communications:

- a. Article in Sun Community News (Dec 23, 2025) – 4-H
- b. Article in the Press Republican (Oct 2, 2025) Golden Years
- c. Thank-you letter, 4-H parent for event sponsorship

14. Next Meeting: Tuesday, February 17th @ 6:00pm

15. Rachel Dutil moved, seconded by David LePage, to adjourn the meeting at 6:56pm

Yes = 10	No = 0	Abstain = 0	Motion Carried - Yes
----------	--------	-------------	----------------------

Minutes taken by Lois McClurg.