

Association Board of Directors Meeting Minutes

Tuesday, January 27, 2026, 6:00 PM

Cobleskill Extension Center, Cooperstown Education Center & Virtual Meeting

ACTION ITEMS:

1. **Call to order** – President Deb Gansinger-Hall called the Association Board of Directors **Organizational Meeting** to order at 6:10 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, Christine Edwards, Deborah Gansinger-Hall, Jim Hayes, Jessica Hill, Betsy Jensen, Shelby MacLeish, Tom Pullyblank, Jason Stone and Alicia Terry. Association staff were Liz Callahan, Mayra Richter, and Nicole Thompson. A quorum was present. Absent were Jerry Hughes, Danielle Hautaniemi, Kianny Lugo, Andrew Marietta and Carol Phelps.
3. **Election of Officers** – Deb Gansinger-Hall opened the floor for discussion seeking volunteers and nominations for the slate of officers for 2026. After general discussion and nominations, the slate of officers was presented as follows:

President: Shelby MacLeish

Vice President: Jason Stone

Treasurer: Tom Pullyblank

Secretary: Jessica Hill

Shelby MacLeish noted that in previous years, the President and Vice President are in opposite counties, however this year because of the many new board members in Schoharie, it was proposed to have Jason Stone nominated for Vice President because of his prior history of being a Board of Director for the association.

Christine Edwards moved to approve the slate of officers as presented; Tina Douglas seconded the motion. Motion carried unanimously. Recognitions were made to Deb Gansinger-Hall for her work as President the past year.

4. **Re-Call to order** – New president Shelby MacLeish re-called to order the meeting at 6:30 PM
5. **Secretary's Report** – Shelby MacLeish asked for any corrections or additions to the November 25, 2025, meeting minutes. With no corrections voiced, Betsy Jensen moved to approve the minutes as distributed, Tom Pullyblank seconded the motion. Motion carried unanimously.
6. **Annual Designation of Program Areas of the Association based on existing Constitution** – Shelby presented the association 3 program areas to remain the same at: 4-H Youth Development, Family & Consumer Science, and Agriculture/Horticulture/Natural Resources. With no discussion, Deb Gansinger-Hall moved to approve the 3 program areas for 2026 as presented, Jess Hill seconded the motion. Motion carried unanimously.

7. **Program Advisory Committees** – Liz asked board members if they would like to serve as non-voting liaisons on the Program Advisory Committees, this is not a requirement per the constitution. **New Business** – Jane asked for help with ideas for the event next week.
 - a. **Ag/Hort Committee** – Betsy Jensen volunteered to be the board liaison for this committee.
 - b. **4-H Committee** – Christine Edwards volunteered to be the board liaison for this committee.
 - c. **FCS Committee** – Deborah Gansinger-Hall and Jessica Hill volunteered to be board liaisons for this committee.
 - d. **Standing & Ad Hoc Committees** – Liz Callahan reviewed the proposed standing committees and appointments:
 - **Finance and Human Resources Committee** – Tina Douglas, Betsy Jensen, Carol Phelps, Tom Pullyblank (Chair) and Alicia Terry.
 - **Building and Grounds Committee** – Jerry Hughes, Andrew Marietta, Carol Phelps (Chair) and Tom Pullyblank.
 - **Fund Development Committee** – Andrew Marietta (Chair), Jim Hayes and Jason Stone.
 - **Annual Meeting Committee** – Deb Gansinger-Hall and Christine Edwards. A chair will be nominated at the first meeting.
 - **Nominating Committee** – Jessica Hill
8. **Adoption of Annual Resolutions & Procedures:**
 - a. **Appoint Associate Treasurer and additional signatories for bank accounts** – President and Treasurer are signers as well as associate treasurer. Betsy Jensen has agreed to be appointed associate treasurer. Christine Edwards made the motion to appoint associate treasurer; Deb Gansinger-Hall seconded the motion. Motion carried unanimously.
 - b. **Annual adoption of the Association Operating Guidelines** – In addition to association constitution, we must annually approve operating guidelines which outline our financial responsibilities and how we handle them. Betsy Jensen made a motion to approve the Operating Guidelines; Deb Gansinger-Hall seconded the motion. Motion carried unanimously.
 - c. **Approve signing of Memorandum of AR Agreements with both county governments by the Association President** – This is the standard Cornell agreement template. The Association president will sign and with it confirms appropriations from both counties. Jessica Hill made a motion to approve the signing; Christine Edwards seconded the motion. Motion carried unanimously.
 - d. **Approve signing of the Memorandum of BR Agreement between Association and Cornell University counties by the Association President** – Jason Stone moved to approve online signing; Betsy Jensen seconded the motion. Motion carried unanimously.
 - e. **Establish Board Meeting calendar** – Shelby MacLeish reviewed that meetings will be held at the Extension Center in Cobleskill and simultaneously at the Education Center in Cooperstown at 6:30 PM. on the 4th Tuesday of every odd month. Meeting dates are as follows: March 24, May 26, July 28, September 22 and November 24.
 - f. **Designation of Association’s official newspapers for announcements** – Shelby MacLeish designated The Times Journal to be the association’s official newspapers. Tom Pullyblank

made the motion to accept the designation; Deb Gansinger-Hall seconded the motion. Motion carried unanimously.

- g. **Approve Association's holiday schedule** – Shelby MacLeish presented the Association's holiday schedule as remaining the same as previous years. Christine Edwards made the motion to accept the holiday schedule as presented; Tina Douglas seconded the motion. Motion carried unanimously.
 - h. **Review of Board Documents** – Conflict of Interest, Code of Ethics, and the association Organizational Chart.
 - i. **Approve Associations Extended Medical Leave Policy updates** – Tom Pullyblank moved to approve the amended policy; Betsy Jensen seconded the motion. Motion carried unanimously.
 - j. **Approve Associations Vacation Leave Policy updates** – Liz Callahan explained that the vacation leave policy has been updated based on standard operating procedure with other associations across the system to not allow vacation time charge back when employee is separated from employment within less than one year of hire date. Jason Stone moved to approve the amended policy; Jessica Hill seconded the motion. Motion carried unanimously.
9. **Review Board Member Documents & Resources** – Liz Callahan explained that there is a Board of Directors roster on our board documents web page and asked all board members to review for accuracy. The Board Member Conflict of Interest and Code of Ethics are also listed on the web page. There is also a Cornell Cooperative Extension Board Toolkit available online for resources and training.
10. **Looking Ahead to March Board Meeting** – Review of fund balance transfers, 2025 Financial Report and 2026 Operating Budget.
11. **Adjournment:** Meeting Adjourned at 7:05 PM on a motion by Betsy Jensen, seconded by Tom Pullyblank.

Minutes submitted by: Mayra Richter

Reviewed by: Liz Callahan