

Cornell Cooperative Extension Orange County
Board of Director's Reorganizational Meeting – Via Zoom

January 26, 2026

Minutes

In Attendance: Amy Minutolo, Kathi Nywening, Nancy Rider, Tom Manza, Diane Aboushi Saleh, Jacky Guan, Jill Marie, Tiffany Chapman, Gordon Dean, Rachel Carr, Ed Estrada, Lagwana Tyler, Paul Wiley, Dave Goggins

Absent: Patricia Claiborne, Paul Ruszkiewicz

Staff In Attendance: Lucy Joyce, Maire Ullrich, Cindy Blomquist, Amanda Sostre

Call to Order/Pledge of Allegiance: Meeting was called to order at 7:03PM by Gordon Dean followed by the pledge of allegiance.

Roll Call: Kathi Nywening

Introductions: Tiffany Chapman, Jacky Guan, Diane Aboushi Saleh – new board members

Presentation of Slate Officers/Election of Officers: Gordon Dean

- President: Amy Minutolo
- Vice President: Tom Manza
- Treasurer: Nancy Rider
- Secretary: Kathi Nywening

Motion by Gordon Dean, seconded by Ed Estrada to accept the slate of officers as presented. Vote taken – unanimous; motion passed.

Reading and Approval of Minutes – November 24, 2025

Motion by Ed Estrada, seconded by Tom Manza to approve and accept the November 24, 2025, Board of Directors minutes as presented. Vote taken—unanimous; motion passed.

Motion by Tom Manza, seconded by Rachel Carr to approve and accept the December 8, 2025, Executive Committee minutes as presented. Vote taken – unanimous; motion passed.

Appoint Assistant Treasurer: Motion to appoint Cindy Blomquist as Assistant Treasurer. Motion by Kathi Nywening, seconded by Dave Goggins. Vote taken-unanimous; motion passed.

Finance Committee Report: Tom Manza

- Met prior to this meeting
- One time grant of \$1.2M for nutrition education transition from SNAP-Ed to new program by anonymous donor.
- Financials: Nothing remarkable. In good shape.
 - o September had Bountiful Harvest revenue
 - o October had three additional payrolls increased expenses

Motion by Dave Goggins, seconded by Jacky Guan to accept the October 2025 financials as presented. Vote taken – unanimous; motion accepted.

Motion by Kathi Nywening, seconded by Amy Minutolo to accept the November 2025 financials as presented. Vote taken – unanimous; motion accepted.

Motion by Kathi Nywening, seconded by Amy Minutolo to move \$31,418.86 from operating fund to designated fund.

Old Business: Lucy

- PARK Update
 - o Old Dairy Barn – Approved from Exec Comm meeting 12/8/25
 - Terminating irrevocable easement → Belongs to CCE
 - Goal to turn into Gleaning Hub
 - Roof to be completed before signing deed amendment
 - o Logging – completed
 - o Lighting – Fusco Engineers are handling the bidding process and oversight. H.R Rotolo was low bidder. Will go to contract with them
 - Ag & Markets grant will supplement DASNY grant
 - o Challenge Course – bid extended to 2/6/26

- Gazebo – ordered for Access Supports for Living Garden
- Heating Kosuga Barn – Fusco to handle bid and oversight. DASNY grant.
 - March → November heat

New Business:

Proposed CCE Operating Guideline 2026: Motion by Dave Goggins, seconded by Lagwana Tyler to accept 2026 Operating Guidelines as presented. Motion by Ed Estrada, seconded by Gordon Dean. Vote Taken – unanimous, motion passed.

Establish Standing Committees/Ad Hoc Committees: Standing Committees (Personnel, Strategic Planning, Finance); AD HOC Committees (Park & Facilities, Fund Development, 4-H Farm & Family Fair).

Motion to by Kathi Nywening, seconded by Lagwana Tyler to accept the committee members appointed by the President—see attached. Vote taken-unanimous, motion passed.

Annual Board Financial Responsibilities

Financial duties motions approved. See attached Financial Duties motions.

2026 Memorandum Agreement: Motion by Kathi Nywening, seconded by Ed Estrada to accept the AR Agreement. Vote taken-unanimous, motion passed.

Motion by Dave Goggins, seconded by Jacky Guan to accept the BR Agreement. Vote taken-unanimous, motion passed.

Motion by Lagwana Tyler, seconded by Kathi Nywening to approve the Holidays for 2026. Vote taken-unanimous, motion passed.

Motion by Ed Estrada, seconded by Kathi Nywening to approve Board of Directors 2026 meeting dates. Vote taken-unanimous, motion passed.

- Code of Conduct
 - o Everyone please sign
- Volunteer matters
 - o Go on to complete required documents, trainings, and to submit volunteer time
 - Will have Jahiem reach out

Adjournment: Motion by Kathi Nywening, seconded by Ed Estrada to adjourn the meeting at 8:13PM. Vote taken-unanimous, motion passed.

Respectfully submitted,

Kathi Nywening, Board Secretary

Amanda Sostre, Recording Secretary

Cornell Cooperative Extension Orange County

2026 Board Committees

STANDING COMMITTEES:

Finance

Tom Manza*
Ed Estrada
Nancy Project Rider
Lagwana Tyler
Jill Marie

Personnel

Kathi Nywening*
Lagwana Tyler
Dave Goggins
Tiffany Chapman
Diane Aboushi Saleh

Strategic Planning

Rachel Carr*
Ed Estrada
Nancy Project Rider
Tiffany Chapman
Jacky Guan

AD-HOC COMMITTEES:

Park & Facilities Committee:

Lagwana Tyler*
Kathi Nywening
Gordon Dean
Bunnie Reichle
Patricia Reineke
Todd Maurizzio
Ed Fairweather
Jill Van Aken (staff)
Bobbi Waltenberg (staff)

Tiffany Chapman
Gary Johnson
Michael R. Pillmeier
Charlie Quinn
Paul Johnson
Tom Manza
Tom Davis
Erik Schellenberg (staff)

Fund Development Committee:

Nancy Project Rider*
Andrea Nilon
Shelly DeHaan
Megan Conroy
Rachel Carr
Jacky Guan
Jill Van Aken (staff)

4-H Farm & Family Fair Committee:

Tom Davis
Sophia Michel
Jenn Parr
Wendy Calyer
Megan Wieboldt
Dave LeBlanc
Jill Van Aken (staff)*
DeAnna Sardella (staff)

Tom Manza
Shaun Parr
Wendy Stokes
Shawne Demberg
Kim LeBlanc
Lagwana Tyler
Zoe Nafis (staff)

Nominating Committee – Appointed

Karan Vanderley*
Jill Marie
Rachel Carr
Dave Goggins

Ed Estrada
Karolyn Thompson
Andrea Nilon
Patricia Reineke

Program Advisory Committee

Michael Bark
Laurie Bryceland
Kathi Nywening
Kathleen Doyle-Szymanowicz

Bettye Hill
Chip Watson
Shawne Demberg
Jackie Metakes
Narcissa Smith-Harris
Susan Watson-Turner

Brooke Moore
Deborah Francis

**Chairperson will be confirmed at first committee meeting.

Amy Minutolo
Andrea Nilon
Bettye Hill
Bobbi Waltenberg
Brooke Moore
Bunnie Reichle
Charlie Quinn
Chip Watson
Dave Goggins
Deborah Francis
Diane Aboushi Saleh
Ed Estrada
Ed Fairweather
Erik Shellenberg
Gary Johnson
Gordon Dean
Jackie Metakes
Jacky Guan
Jill Marie
Jill Van Aken
Karan Vanderley
Karolyn Thompson
Kathi Nywening
Kathleen Doyle-Szymanowicz
Lagwana Tyler
Laurie Bryceland
Megan Conroy
Michael Pillmeier
Michael Bark
Nancy Proyect Rider
Narcissa Smith-Harris
Patricia Reineke
Paul Johnson
Rachel Carr
Shawne Demberg
Shelly DeHaan
Susan Watson-Turner
Tiffany Chapman
Todd Maurizzio
Tom Davis
Tom Manza

amy.minutolo@waldensavings.bank
anilon@frontiernet.net
bettye1@optonline.net
rlw297@cornell.edu
newfiebrooke@aol.com
bunniereichle@hotmail.com
cquinn@recap.org
georgiannawatson3@gmail.com
davidgoggins@hotmail.com
integra23599@gmail.com
diane@halalpastures.com
eestrada@orangebanktrust.com
tractorfairweather7@gmail.com
jk2642@cornell.edu
johfarm@gmail.com
gldean19@hotmail.com
gmetakes@gmail.com
mingjia.guan@outlook.com
jillmrothschild@gmail.com
jd863@cornell.edu
twobyto@gmail.com
karolyn@leadershiporange.org
kjnywening@gmail.com
kathleen.doyle@marriot.com
tonette409@yahoo.com
laurie@victoryhillth.org
mconroy@mid-hudsonlaw.com
pillpro@optonline.net
mbark@orangecountygov.com
nproyect69@gmail.com
narcissa67@gmail.com
preineke27@icloud.com
pkjohnson52653@gmail.com
rcarr@orangecountygov.com
sazette@optonline.net
sdehaan@warwick.net
turner1057@gmail.com
tiffchap3@gmail.com
tlm@fuscoengineering.com
htdv81@gmail.com
tommanza1955@gmail.com

Financial Duties: 2026 – Treasurer usually presents to BOARD.

Thomas Manza makes motion 1a, seconded by Amy Minutolo:

1a. I move that the following person/s be authorized to prepare expense vouchers (excluding their own):

Alison Gesner, Assn. Bookkeeper
Dawn Maurizzio, SNAP-Ed Bookkeeper

Vote: unanimaous

Thomas Manza makes motion 1b, seconded by Jill Marie:

1b. I move that the following persons be authorized to review & approve expense vouchers (excluding their own) as prepared by Alison Gesner & Dawn Maurizzio, Bookkeepers and reviewed by Cindy Blomquist, Finance Manager:

Lucy Joyce, Executive Director
Suzy McCormack -- Family & Consumer Science & 4- H Program Leader
Maire Ullrich -- Agriculture Program Leader
Shayna Russo, SNAP-Ed Regional Project Manager

Vote: unanimous

Thomas Manza makes motion 1c, seconded by Edwin Estrada:

1c. I move to authorize Maire Ullrich, Ag Program Leader as backup to the Executive Director, Lucy Joyce in the Acumatica Accounting System in case executive director is not available, i.e., vacation, sick leave, etc.

Vote: unanimous

Thomas Manza makes motion 1d, seconded by Edwin Estrada:

1d. I move that the President, Treasurer, and/or Chairman of the Finance Committee be authorized to approve the Executive Director's expense vouchers.

Vote: unanimous

Thomas Manza makes motion 1e, seconded by Kathi Nywening:

1e. I move that the following persons be Authorized Payroll Representatives:

Cindy Blomquist, Finance Manager
Jahiem Azeez, HR Coordinator

Vote: unanimous

Thomas Manza makes motion 1f, seconded by Jill Marie:

1f. I move that the following persons be authorized to sign checks for 2026:

Amy Minutolo President
Nancy Proyect Rider _____ Treasurer
Jahiem Azeez _____ HR Coordinator
Jenna Ricker _____ Staff, additional signer

Vote: unanimous

Thomas Manza makes motion 1g, seconded by Kathi Nywening.

1g. I move that the following person/s be authorized to open and close bank accounts for 2026:

Cindy Blomquist, _____ Finance Manager

VOTE: unanimous

Thomas Manza makes motion 1h, seconded by David Goggins:

1h. I move that the following person is authorized to make transfers between the bank accounts as needed for 2026:

Cindy Blomquist, _____ Finance Manager

VOTE: unanimous

Thomas Manza makes motion 2, seconded by Jacky Guan:

2. I move that the maximum dollar limit for one signature on checks remain at \$ 3,000.00, with the exceptions: (1) check made payable to The County of Orange for lease/rent payments; (2) the ACH payment to Cornell University for the monthly Cornell bill.

Vote: unanimous

Thomas Manza makes motion 3, seconded by Edwin Estrada:

3. I move to approve Alison Gesner as custodian of the Petty Cash Fund (\$300.00) and Program cash of \$500.00 as recommended and approved by Board of Directors and approve Cindy Blomquist as backup.

Vote: unanimous

Thomas Manza makes motion 4, seconded by David Goggins:

4. I move to approve the following banking institutions for 2026:

Orange Bank & Trust
Jeff Bank
Walden Savings Bank
Ameriprise Financial Services
First Federal Savings of Middletown

Vote: Edwin Estrada and Amy Minutolo abstained; passed

Thomas Manza makes motion 5, seconded by Kathi Nywening:

5. Discussion for additional Credit Cards. THEN **Motion** -- I move to approve the following charge card accounts be issued in the name of Cornell Cooperative Extension, Orange County and authorize users listed below:

Credit Cards -- authorized users:

Lucy Joyce	Amanda Adrienne Sostre
Susan McCormack	Gerald Reinhardt
Cindy Blomquist	Shayna Russo
Maire Ullrich	Bobbi Waltenberg
Adhara Jimenez-Banse	John Erik Kocho-Schellenberg
Nathaniel Lartey	Stiles Najac
Katherine Leo	Susan Ndiaye
Caitlin O'Brien	Olivia O'Connor
Jenna Ricker	DeAnna Sardella-Matthews
Jill Van Aken	Julika von Stackelberg
Zoe Lockburner	Leah Brown
Javier Acosta	Andrew Graham

VOTE: unanimous

Thomas Manza makes motion 6, seconded by Edwin Estrada:

6. I move to approve the following house accounts and charge accounts be issued in the name of Cornell Cooperative Extension Orange County and authorized users listed below:

Sam's Club (Membership cards)	Jerry Reinhardt, Bobbi Waltenberg
Amazon (Credit Card)	Jerry Reinhardt

Additional Credit Accounts for Association use:

Shoprite	Otisville Hardware Store
Home Depot	M + H Tractor Co.
Wex (gas cards)	Woodards Concrete Products, Inc
Alders Florist	Adams, Middletown
Orange County Bagel	Peckham Industries, Inc
Winsupply of Newburgh	Chambers Tractor Sales Inc
Winwater of Newburgh	Dicks Concrete

Vote: unanimous

Thomas Manza makes motion 7, seconded by Kathi Nywening:

7. I move to approve The Times Herald Record as the official newspaper of record for CCEOC.

Vote: unanimous

Thomas Manza makes motion 8, seconded by David Goggins:

8. I move to approve Amanda Sostre as FOIL Records Access & FOIL Appeals Officer.

Vote: unanimous

Thomas Manza makes motion 9, seconded by **Kathi Nywening**:

9. I move to approve Cindy Blomquist as Minority/Women Owned Business Enterprise (M/WBE) Compliance Officer for 2026.

VOTE: unanimous

Thomas Manza makes motion 10, seconded by **Amy Minutolo**:

10. I move to approve \$0.725/mile as the mileage reimbursement rate effective January 1, 2026, per IRS rate and that the reimbursement rate continues to follow the IRS on the effective date.

Vote: unanimous

Thomas Manza makes motion 11, seconded by **Amy Minutolo**:

11. I move to approve Lucy Joyce, Executive Director, as the authorized signer of contracts, agreements, grant proposals, and new programs on behalf of the Association following Grants & Contracts approval process.

Vote: unanimous

Thomas Manza makes motion 12, seconded by **Kathi Nywening**:

12. I move to have Cindy Blomquist, Finance Manager, as an additional authorized signer of building usage forms once approved by P.W. Wood, insurance carrier.

Vote: unanimous

Thomas Manza makes motion 13, seconded by **Jill Marie**:

13. I move to continue the voucher amount for spending with executive director approval for staff in the amount of \$500.00 and over and that approved grant budget items that are outlined in the grant contract will be waived/exempt from this procedure.

VOTE: unanimous

Thomas Manza makes motion 13, seconded by **Edwin Estrada**.

14. I move to Adopt Records Management Schedule MI-1 and approve Amanda Sostre, Senior Administrative Assistant, Records Management Officer.

VOTE: unanimous

Thomas Manza makes motion 15, seconded by **Kathi Nywening**:

15. To approve the proposed 2026 Budget as presented.

VOTE: unanimous