Cornell University
Cooperative Extension
Oneida County

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January 22, 2026 Board Meeting Minutes

Date: January 22, 2026

Time: 6:00PM

Location: CCE OC, 121 Second Street, Oriskany, NY 13424

	Count	Board Member	Position	Term	Expiration
	1	Anna Weeks	President - STEM / Community Connections	2	12/31/2027
	2	Hollie Wolanski	Secretary – 4H / Dog Obedience / Education	2	12/31/2027
	3	Dick Presky	Treasurer / Insurance	1	12/31/2026
	4	John Brouillette	At-Large / Agriculture	1	12/31/2027
X	5	Kathryn Festine	At-Large / Legal	1	12/31/2027
	6	Torie Hairston	Social Work / Education	1	12/31/2028
X	7	Mary Kline	At-Large / Education / BOCES		12/31/2026
	8	Rosanne Loparco	At-Large / Master Gardener / Finance	1	12/31/2026
	9	Jessica Nelson	At-Large / Agriculture / Farm / Education	1	12/31/2028
	10	Howard Regner	At-Large Agriculture / Farm / Education	2	12/31/2028
	11	Paul Sears	At-Large / Master Gardener / STEM	1	12/31/2026
X	12	Debbie Spinella	At-Large Agriculture / Education	2	12/31/2027
X	Appointed	George Joseph	Legislative Representative	N/A	N/A
X	Appointed	Paul O'Connor	State Extension Specialist	N/A	N/A

Staff/Community Attendance

1	Mary Beth McEwen	Executive Director	CCE Oneida County
2	Terri Harrison	Office Manager	CCE Oneida County
3	Donna Gatto	Finance	CCE Oneida County
4	Lori North	Director of Operations	CCE Oneida County

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2026 Board Schedule

Date		Description
January	22	Reorganization Board Meeting
February	26	Committee Meetings / Board Orientation, 5:30PM food and 6:00PM, General Overview of Programs
March	26	Board Meeting, 6:00PM
April	23	Committee Meetings, HR 5-6:00PM, Program 6-7:00PM
May	21	Board Meeting, 6:00PM
June	25	Board Meeting – Audit Presentation, Dermody, Burke & Brown 6:00PM
July	30	Committee – Boonville Fair Legislative BBQ
August		No Meeting Scheduled
September	24	Board Meeting
October	22	Annual Meeting
November	19	Board Meeting
December		No Meeting Scheduled

Call to Order: (6PM)

Pledge of Allegiance

Introductions – Torrie Hairston

Approval of 2026 Meeting Dates:

Motion to approve the 2026 Cornell Cooperative Extension Board of Directors meeting dates:

Vote:

Motioned by: Dick Presky
Second by: John Brouillette
Discussion: No discussion
Motion Carried: Unanimous

Approval of Meeting Minutes:

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Motion to approve November 20, 2025, Board meeting minutes.

Vote:

Motioned by:	Rosanne Loparco
Second by:	Paul Sears
Discussion:	No discussion
Motion Carried:	Unanimous

Finance:

- 2026 Budget Presentation– Donna Gatto

Motion to accept the CCE Oneida County 2026 budget:

Vote:

Motioned by:	Dick Presky
Second by:	Paul Sears
Discussion:	No discussion
Motion Carried:	Unanimous

- Review of the Revenue Funders
- Finance Committee Investment Decision – Dick Presky / finance committee. We went through the interview process and will go with Caruso which we have as our financial investment company and Morgan Stanley. We will keep an eye on the monthly statements to see how well the finance company will perform. Invest $94,000 in Caruso and $500,000 in Morgan Stanley. A formal investment policy will be created. Mary Beth will resend the proposal and policy from Caruso.

Motion to accept the investment amounts, $94,000 in Caruso and $500,000 in Morgan Stanley with a formal investment policy to be created.

Vote:

Motioned by:	John Brouillette
Second by:	Howard Regner
Discussion:	No discussion
Motion Carried:	Unanimous

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CONSENT AGENDA ITEMS A THROUGH M

Vote:

Motioned by:	Rosanne :Loparco
Second by:	Dick Presky
Discussion:	No discussion
Motion Carried:	Unanimous

A Review & Authorize annual policy/plans under the following consent agenda:

- Review and authorize 2026 CCE Volunteer Agreement & Code of Conduct
- Review and authorize 2026 Confidentiality Agreement
- Review and authorize 2026 Conflict of Interest
- Review and authorize 2026 Acknowledgement of Risk Waiver
- Review and authorize 2026 Code of Ethics
- Acknowledge review & receipt of FORM Code 104; Organizational & Financial Leadership in Extension Associations; Financial Responsibilities of Associations Board of Directors
- Review and authorize 2026 Emergency Management Plan
- Review and authorize 2026 Workplace Safety Plan
- Review and authorize 2026 Workplace Violence Prevention Plan
- Review and authorize 2026 Operating Guidelines
- Review and authorize 2026 MI-1 Record Retention Policy per FORM Code 1705: Retention of Records
- Review and authorize Personnel Policy Manual

B Authorizations given to President and/or Executive Director:

- Memorandum of Agreement with Oneida County (AR)
- Memorandum of Agreement with Cornell University (BR)
- Subcontracts within the CCE System
- All other contracts including with other Associations, Agencies and Funders.

C Authorized signers for Treasurer on bank accounts, loans, and other financial transactions including signing checks:

- President
- Vice President

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D **Authorized support staff to act as assistants to the treasurer (selected by treasurer) (ex: open and close bank accounts with Board approval:**

- Donna Gatto
- Bonnie Backman
- Shelby Coon
- Terri Harrison

E **Authorize limits on Transactions and Accounts:**

- Checks over $10,000.00 require two signatures.
- The Executive Director or her designee may authorize transfers for payroll, up to $400,000.
- Limit of $100,000 transferred from one account to another without signature of a board member.
- Checks in excess of $10,000 require an authorized board member's signature

F **Authority to be signature on disbursement vouchers:**

- Mary Beth McEwen - Executive Director
- Richelle Singer
- Carol Watkins
- Lisa Farney
- Brittany Amore
- Dan Shafarz
- Roberta Oram
- Amanda Vinci
- Lori North
- Jennifer Reynolds
- Kristen Obreza
- Lindsey Behr

G **Authority for Petty Cash Fund:**

- Maintain a Petty Cash Fund not to exceed $500.00, *replenish as needed to maintain balance up to $500.00.*
- Appoint Linda Wimmer and Karla Del Rio as Petty Cash Custodians.

H **Authority to Executive Director, Program Team Leaders and Program Leaders:**

- Establish performance appraisal process for association employees.
- Maintain up-to-date position descriptions for each authorized position.
- Assure adherence to established policy.

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I Authorization to renew Line of Credit at Adirondack Bank for $750,000.00**:**

- Authorized signers – Mary Beth McEwen, Board President, Board Vice-President, Board Treasurer

J Authorization to maintain charge accounts and open new accounts authorized by the Executive Director:

- Price Chopper
- George's Greenhouse
- Curtis Lumber Company, Inc.
- Lowes
- Olney's

K. Designation of Official CCE Oneida Newspapers

- Rome Sentinel
- The Utica Observer Dispatch

L. Authorize Lori North to approve accounts payable, accounts receivable, journal entries and other finance transaction as necessary in the Executive Director's absence.

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M. RESOLUTION FOR BANKING ACCOUNTS

I HEREBY CERTIFY to the following bank: Adirondack Bank, that at a meeting of the Board of Directors of Cornell Cooperative Extension Association of Oneida 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 121 Second Street, Oriskany, New York 13424 on the 22nd day of January 2026. THE FOLLOWING resolutions were duly adopted and are now in full force and effect:

RESOLVED, that the above bank 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:

Anna Weeks, President

Teresa Harrison

Rosanne Loparco, Vice President

Courtney Jones

Richard Presky, Treasurer

Regina Lowder

Karla Del Rio

Holly Wise

Alex Harrington

RESOLVED, that the above Bank is 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 Bank, 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 22nd day of January 2026.

Hollie Wolanski, Secretary

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Motion to approve check signers: (Note: the original meeting agenda had the check signers not included in the previous motion. This is the motion to approve check signers. The minutes have the corrected lettering.)

Vote:

Motioned by:	Howard Regner
Second by:	Paul Sears
Discussion:	No discussion
Motion Carried:	Unanimous

Elect 2026 CCE Officers:

2025 Slate of officers:

President:	Anna Weeks
Vice-President:	Suzanne Carvelli
Secretary:	Hollie Wolanski
Treasurer:	Dick Presky

Nominations:

2026 Slate of Officers:

President:	Anna Weeks
Vice-President:	Rosanne Loparco
Secretary:	Hollie Wolanski
Treasurer:	Dick Presky

Motion to approve slate of officers:

Vote:

Motioned by:	Dick Presky
Second by:	Paul Sears
Discussion:	No discussion
Motion Carried:	Unanimous

<u>Board President's Report:</u>

➢ Committee review and assignment: Finance, Human Resource, Programming, Nominating. Send your requests to Anna Weeks and Mary Beth McEwen

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New Business:

- Plans of Work

Motion to approve 2026 Plans of Work. February's meeting, we will have the programs overview by Program Leads

Vote:

Motioned by:	Dick Presky
Second by:	Hollie Wolanski
Discussion:	No discussion
Motion Carried:	Unanimous

- Annual sexual harassment video was reviewed by all participants

Executive Director's Report:

- Future Board Meetings will be in Room A
- Lobby Days for Executive Directors to Albany, NY
- Building Update construction will be inside February through April, doubling up on offices along with changing conference rooms to staff offices.
- Staffing Updates
- Grant Update list was distributed

Executive Session if Required: not applicable

Time:

Vote:

Motioned by:
Seconded by:
Discussion:
Motion Carried:

Adjourn: Time: (7:30PM)

Vote:

Motioned by:	Dick Presky
Seconded by:	Howard Regner
Discussion:	No discussion
Motion Carried:	Unanimous

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