

**Board of Directors Meeting**  
**24 Martin Road, Voorheesville, NY 12186**  
**January 28, 2026 - 6:00pm**  
**MINUTES**

**Present:** Christine Saplin, Laura DeGaetano, William Reinhardt, Ann Potts, Ellen Doolin, John Kilroy, Theresa Rodriguez, Allyson Whiting, Paul O'Connor  
**Staff:** Lisa Buenau, Lisa Godlewski, Amy Shatsoff, Anthony Zumbolo, Barbara Stevens, Jessica Denno  
**Absent:** Kevin Millington, Sue Dwyer, Carolyn Anderson, Wendy Daignault

- I. **CALL TO ORDER:** By Vice President Christine Saplin @ 6:00 pm.
- II. **WELCOME AND INTRODUCTIONS:** Welcome everyone. Thank you all for coming out.
- III. **SYSTEM, ASSOCIATION & BOARD OVERVIEW:** Lisa Godlewski provided a brief presentation.
- IV. **ELECTION OF OFFICERS:** Proposed Slate of Officers presented as follows:
  - Carolyn Anderson - President
  - Christine Saplin - Vice President
  - Kevin Millington - Treasurer
  - Ann Potts - Secretary

**MOTION: Motion by Ellen Doolin to accept the Slate of Officers as presented, seconded by Allyson Whiting. Approved unanimously.**

- V. **APPROVAL OF MINUTES:**
  - Board of Directors - September 17, 2025
  - Nominating Meeting - November 12, 2025
  - Annual Meeting - November 20, 2025
  - Executive Co. Meeting - December 9, 2025

**MOTION: Motion by Ann Potts to approve Board of Directors- September 17, 2025 Minutes as presented, seconded by Bill Reinhardt. Approved unanimously.**

**MOTION: Motion by Bill Reinhardt to approve Nominating Meeting- November 12, 2025 Minutes as presented, seconded by Theresa Rodriguez. Approved unanimously.**

**MOTION: Motion by Ellen Doolin to approve Annual Meeting- November 20, 2025 Minutes as presented, seconded by Bill Reinhardt. Approved unanimously.**

**MOTION: Motion by John Kilroy to approve Executive Committee Meeting- December 9, 2025 Minutes as presented, seconded by Bill Reinhardt. Approved unanimously.**

VI. **REPORTS FROM OFFICERS:**

**President-** Carolyn Anderson was unable to attend.

**Vice President-** Christine Saplin remarked on the excellent health of the organization; she is proud to be part of it in any small way. Thank you to Lisa for the continued guidance.

**Treasurer-** Kevin Millington was unable to attend.

**Secretary-** Ann Potts nominated and approved for the position this evening, no report

VII. **LEGISLATIVE REPRESENTATIVE REPORT:** Bill Reinhardt: No issues on the horizon.

VIII. **FINANCIAL REPORT:** Anthony Zumbolo reports:

October and November have closed. Few highlights:

Balance Sheet:

- Cash is up; Undeposited Funds shows negative balance due to timing between recorded in books and clearing on bank statement; CDs and Investments are doing well- due to market conditions (association continues to reinvest CDs as they mature); Increase in Furniture and Fixtures due to the purchase of the Master Gardener (MG) gazebo replacement.

Statement of Operations:

Revenues:

- Budget through November, everything remains in line and balanced; Federal Contracts are lower than expected due to the uncertainty of SNAP-Ed; 224 was budgeted conservatively and there was an increase; Fringe is lower due to vacancies; Increase in Private Contracts attributed to Healthy Homes contracts; Reimbursement for Services as association added services for an additional county; Fundraising is up due to MG Garden Education Fair/Trips/Gardening Learning Environment

Expenses:

- Salary is slightly lower due to vacancies; Staff Development is up due to a professional development opportunity for Energy staff this past year; Printing and Copying is lower- purchased printers and doing more in-house.

**MOTION: Motion by Theresa Rodriguez to approve October and November 2025 Financial Statements as presented pending audit, seconded by Ann Potts. Approved unanimously.**

Investment Update:

- Transferred broker; account continues to perform well. Continue to maintain 30/70 split between stocks/bonds. Bonds are highest performing item in the portfolio. Fidelity Investment CDs with tiered timeline approach- association invests with different amounts and time periods. As they mature, we are staying on that same cycle as it seems to be performing well. Berkshire Bank CD matured at the beginning of January and we renewed it for another 13 months. Berkshire Bank is changing name to Beacon Bank and Trust.

IX. **PUBLIC COMMENT:** No comments

X. **EXECUTIVE DIRECTOR REPORT:** Lisa Godlewski reports:

- Executive Directors from across the state met with 90+ legislators in Albany today. Synergies were great- Lisa was able to meet with legislators representing our district who are all very familiar with Extension and recognize the value.
- SNAP-Ed- unsure about what will happen with SNAP-Ed- this is a loss of 30 million dollars in NYS and approximately 1.2 million annually for our association. We are hopeful that the program will be funded through September 30, 2026, from unspent dollars from last year. Staff are seeking other opportunities and applying for nutrition education focused projects. The county is open to discussion about helping CCE keep a nutrition educator on staff to continue this project. We are making budgetary adjustments as necessary.

XI. **STANDING COMMITTEES:** No reports

XII. **PROGRAM REPORTS:**

**For Human Ecology:** Lisa Buenau reports:

- HEAP certification finally opened on December 1<sup>st</sup>, which perfectly coincided with the opening of our new Urban office at 418 Broadway in Albany. Clients appreciate the space- it is accessible, on a bus line. We recognize and thank the Albany Housing Authority for the temporary office accommodation so staff could maintain our urban presence while we were between offices. They have been wonderful partners for so many years, and we truly appreciate the support.
- Healthy Homes Energy Event will be on Saturday, February 28, 2026, from 9-noon. Attendees will have the opportunity to learn about various healthy home and energy saving resources and programs.
- Master Food Preserver team is working on a hybrid option for the 3-day training to make it more accessible and potentially attract more participants.
- Parenting/Financial Literacy educator was hired at the end of last year and brings a background in classroom teaching and special education. Things are going well!

**For Sustainability and Environmental Health:** Amy Shatsoff reports:

- LEAD team continues to deliver EPA-RRP courses. The association received a multi-year abatement contract from Albany County, and we will be starting to deliver 2-day worker abatement courses and supervisor abatement courses, which are 4-day training courses. Final EPA accreditation is still pending. Have also had a few check-ins with the EPA- they are always highly complementary of our classes.
- January is Radon Awareness Month- traveling display at many local libraries this month. We have seen an uptick in interest in radon kits.
- CCE Albany has been coordinating with the Albany County Department of Health (ACDOH) to strengthen referrals from the Healthy Homes program to the ACDOH asthma nurse in support of additional asthma-related interventions.
- The Energy Team continues to provide support to the NYSERDA Clean Energy Hub. The team has led a successful hot water heater campaign, which supports the installation of

heat pump hot water heaters in homes that do not have hot water. They have completed 18 installations and met the threshold for the grant. Lead time with contractors has been only one to two days.

- CCE Albany is launching Climate Stewards Volunteer Program in Albany County next week- which is modeled after the MG- 12-week training program. Volunteers commit to providing 40 hours of community service around an educational project. This is a statewide program with funding from the NYS DEC.
- February 10, 2026, we will be hosting a Citizen Preparedness Corp training- a member of the National Guard comes and provides the training, and we will need 50 participants. We also recently coordinated a focus group to engage in climate and aging-related research being conducted by the Cornell Institute for Research on Climate and Aging.
- Signed onto partnership with AgEnergy NY- while energy HUB is focused on residential energy, AgEnergy is focused specifically on energy for farms. The AgEnergy NY Program Manager will provide an in-person overview of that program on February 26, 2026.

**For 4-H:** Barb Stevens reports:

- Practice for Horse Bowl has begun. A competition where youth answer questions related to equine science. Three teams: Novice, Junior and Senior levels. Junior/Senior questions come from Cornell. Regional competition is in March. If youth continue, they will go on to state level competition at Cornell. National level is held in Louisville, Kentucky.
- Fiber Grant- CCE educators are working with a graduate student and faculty member at Cornell; looking at fiber and urban agriculture to try to foster interest in urban agriculture. The graduate student is putting together curriculum, and our educators are taking that curriculum into a few urban schools in Albany.
- Dairy Grant- received notice that we will be receiving the grant again this year (Ag in the Classroom program from Cornell). This project mostly has an urban focus, but we will be visiting some rural schools as well.
- Urban 4-H Grant- (funding from Albany County DCYF) Programming continues at Delaware, TOAST, Montessori and other schools throughout Albany County. This includes a wide variety of educational enrichment program topics and includes our Strengthening Families program as well.
- Hannaford Grant- SNAP-Ed educators have health and wellness campaigns with a greater focus on system and behavioral change that will combine with 4-H educators working with youth. The project will work with Abram Lansing Elementary School in Cohoes engaging their 5<sup>th</sup> grade leadership team in nutrition education and designing a student-led, school-based, nutrition education project for the school community.

**For Master Gardener Volunteer Program (MG):** Christine Saplin reports:

- 2026 planning underway and looking at ways to address the needs of the community.
- Winter Sowing workshop was offered for 30+ participants this past Saturday.
- Preparations for the Annual Plant Sale are underway with ordering of plant plugs.
- Having conversations with the "I Love My Neighborhood" program about possible programming opportunities.
- Consumer Horticulture Hotline starts up again in March.

**For Agriculture/Horticulture:** Lisa Godlewski reports:

- Educators are very active with classroom workshops. This is the time of year when producers find it a bit easier to attend programs.
- Greenhouse Growers School offered last week with over 35 attendees.
- Working through the last weeks of Cut Flower Webinar series which has been offered every Tuesday afternoon since the beginning of the year.
- Weeds and Soil Health Class held to address handling of invasive weeds without sacrificing soil health- 15 attendees.
- March programming includes farm insurance series, onion school, raising honeybees for fun and profit, Ag Energy workshop, NE Grazer and Livestock conference, etc.

XIII. **OLD BUSINESS:** Lisa Godlewski reports:

- Shared Business Network (SBN)- HR Lead and ED are working with the statewide policy committee and an outside vendor to update the entire policy manual. The first round of edits has been completed, and the team is ensuring that the policies are CCE friendly and accurate. Once updated, the policies will be submitted for statewide legal review.
- Scope of Work for SBN- EDs and SESs have been doing a lot of work to get different perspectives and updates to this standing document; now in draft stage and will go out to EDs across the state for feedback. Key aspect will add clarity to potentially reduce the liability for lead associations and lead staff.
- CCE Albany has worked to update our local MOU with the Capital Region associations. Provided legal training to these EDs last week.
- Paul O'Connor reports:
  - Annual BR agreement had just a few updates.
  - Board Development Trainings- offering sessions on board orientation and Board Pres/Vice Pres and Treasurer training. Generally, one hour zoom sessions that are also recorded.
  - HR Policy Manual- additional note that it is significant to have outside legal review.
  - Statewide Website- 10-15 associations have launched so far. Majority to come on board this year.
  - Salesforce CRM - is in beta testing phase. Project will open a different way of leveraging participant's interests (data management) to encourage involvement in other areas.
  - Year-End Closing- due at the end of March.
  - System is continuing to watch the New York State budget and hope that the additional funds requested will be added.

XIV. **NEW BUSINESS:** Lisa Godlewski reports:

- **2026 Operating Guidelines**

**MOTION: Motion by Bill Reinhardt to adopt the 2026 Operating Guidelines, seconded by Theresa Rodriguez. Approved unanimously.**

- **Association Budget for 2026**

**MOTION: Motion by Ellen Doolin to approve Association Budget for 2026, seconded by Ann Potts. Approved unanimously.**

- **Annual Fiscal Authorizations- 2026**

**MOTION: Motion by Ann Potts to approve Annual Fiscal Authorizations, seconded by John Kilroy. Approved unanimously.**

- **Appointment for Assistant to the Treasurer-** propose that Teresa Tymchyn (staff member) continue in this role.

**MOTION: Motion by Theresa Rodriguez to appoint Teresa Tymchyn as Assistant to Treasurer, seconded by John Kilroy. Approved unanimously.**

- **Appointment for Assistant to the Secretary-** we would like to propose Jessica Denno for this role.

**MOTION: Motion by Ann Potts to appoint Jessica Denno as Assistant to the Secretary, seconded by Ellen Doolin. Approved unanimously.**

- **AR Agreement with Albany County**

**MOTION: Motion by Ellen Doolin to approve AR Agreement, seconded by John Kilroy. Approved unanimously.**

- **BR Agreement with Cornell University**

**MOTION: Motion by Ann Potts to approve BR Agreement, seconded by Bill Reinhardt. Approved unanimously.**

XV. **INFORMATIONAL REPORTS:** no reports.

XVI. **ADJOURNMENT:**

**MOTION: Motion to adjourn by Ellen Doolin, seconded by Ann Potts. Approved unanimously. Adjourned at 7:58pm.**

**Next Board Meeting:** Wednesday, March 25, 2026 @ 6:00pm