

**Cornell Cooperative Extension Orange County  
Board of Directors Meeting**

Minutes

March 23, 2026 7:00 PM

CCE Orange, 18 Seward Ave. Middletown, NY 3<sup>rd</sup> floor

**In Attendance:** Amy Minutolo, Thomas Manza, Nancy Rider, Kathi Nywening, Rachel Carr, Jacky Guan, Diane Aboushi Saleh, Dave Goggins, Paul Wiley, Patricia Claiborne

**Staff in Attendance:** Maire Ullrich, Lucy Joyce, Cynthia Blomquist, Jill Van Aken, Shayna Russo, Suzy McCormack, Amanda Sostre

**Absent:** Edwin Estrada, Jill Marie, Lagwana Tyler, Tiffany Chapman, Paul Ruszkiewicz

**Guest:** Gordon Dean

**Call to Order:** Meeting was called to order at 7:07 PM by board president, Amy Minutolo; followed by the Pledge of Allegiance

**Special Recognition:** Gift on behalf of the board presented to past board president Gordon Dean. Following this recognition Gordon was dismissed from the meeting.

**Roll Call:** Kathi Nywening

**Review and Approval of Minutes for February 23, 2026**

Motion by Kathi Nywening, seconded by Nancy Rider to approve the Minutes from February 23, 2026. Vote taken – unanimous. Motion approved.

**Review and Approval of Department and Financial Changes**

❖ Department Name Change

Motion by Kathi Nywening, seconded by Thomas Manza to change the department name from Family & Consumer Sciences to Family and Community Development. Vote taken – unanimous. Motion approved.

- ❖ Changes in Financial Duties – See attached votes

## Program Reports

- ❖ Agriculture – *Maire Ullrich, Executive Director*
  - 37<sup>th</sup> Annual Dairy, Equine, Livestock Day and Trade Show
    - Wednesday, March 25, 2026 10AM-2PM at the 4-H Park
  - FAMACHA Certification Training 2026
    - Thursday, April 16, 2026 12-3PM at the 4-H Park
- ❖ SNAP-Ed – *Shayna Russo, Regional Project Manager*
  - National Nutrition Month
    - FB lives going great
  - Lots of programming going on in the schools
    - Rescued EATS worked with OUBOCES again to create food and then the Gleaning helped distribute to RECAP
  - Received official letters closing out year
  - Received anonymous donation of \$1.2M
- ❖ Family & Community Development & 4-H – *Suzy McCormack, Issue Leader*
  - Survey to find out how families are affected by weather disasters in Middletown/Port Jervis
- ❖ Camp Update – *Suzy McCormack, Issue Leader*
  - Junior/Senior Counselors positions are open
  - 46 campers registered to date
  - Legislators got their scholarship letters today
  - Jill & DeAnna went to the camp conference.
  - Middletown Garden club will sponsor one child.

## President's Report: Amy Minutolo

- ❖ 3/5 attended board training with Maire, Tom, and Nancy

## Executive Director Reports

- ❖ Lucy Joyce
  - A/R agreement executed with Cornell University
    - Waiting for 1<sup>st</sup> quarter County appropriation
  - Met with Walden Savings Bank

- Need to meet with one more bank for Investment Policy
- Contract with High 5
  - Low elements will be up for 1<sup>st</sup> week of camp
- Kosuga barn heat complete
- Gleaning Barn
  - Cooler has been shipped
  - Would like to refurbish the barn more
- Constitution – new template from CCE Administration
  - Director will approve current constitution for 1 year
  - At annual dinner will approve for 3 years
- E & E Committee
  - Meeting today went well
  - Handed out scholarships
- ❖ Maire
  - Started transition to Executive Director role
  - Participated/Started series of trainings through Extension Administration
  - Worked on hiring new Program leader
  - Met with Sparrow Tobin, County Legislator – Chair of E&E with Suzy, Shayna, & Lucy
  - Attended HV Grains School & Onion School

### **Report of Liaisons/Representatives**

- ❖ Orange County Executive's Office – *Paul Wiley*
  - New legislators are mostly new, but enthusiastic and engaged
  - Sugar Loaf
    - Performing Arts Center – going well, very busy → Looking to expand uses
      - Park Department help with management
      - 600+ seats (200+ seats in pavilion)
    - Sugar Loaf Mountain
      - Hopefully can make some trails next year
  - Schunneunk Rail Trail
    - Looking to have 1<sup>st</sup> two miles done this year
  - Heritage Trail
    - Will be expanded to Ingrassia Road
- ❖ CCE State Specialist – Patricia Claiborne

- Maire is well known across state for all of the work she has done
- Special thanks to Gordon Dean for all of his help with the Executive Director search
- 4/23 there will be a Finance Committee conference – Amy & Maire to attend
- September there will be an Executive Leader conference – Maire to attend

### **Committee Reports & Selection of Dates for Planned Meetings**

- ❖ Personnel Committee – *Kathi Nywening*
  - Next meeting 4/27/26 8AM via Zoom
- ❖ Finance Committee – *Nancy Rider*
  - Year End 2025 Financial Statements

Motion by Nancy Rider, seconded by Dave Goggins to accept the Year End 2025 Financial Statements as presented. Vote taken – unanimous. Motion accepted.

Motion amended by Nancy Rider, seconded by Amy Minutolo to accept the Year End 2025 Financial Statements and Notes as presented. Vote taken – unanimous. Motion accepted.

Motion by Nancy Rider, seconded by Kathi Nywening to approve the 2026 Budget. Vote taken – unanimous. Motion approved.

Motion by Nancy Rider, seconded by Amy Minutolo in January 2026 financials to move \$400 from the General fund to the Making Healthy Decisions Designated fund and to move \$2,271.69 from the General fund to the Woodmen’s Designated fund. Vote taken – unanimous. Motion approved.

Motion by Nancy Rider, seconded by Thomas Manza to approve the transactions from the Designated Fund Schedule. Vote taken – unanimous. Motion approved.

Motion by Nancy Rider, seconded by Kathi Nywening to approve adding Paper Clover and Teen Leader Career Development to the Designated Fund Schedule. Vote taken – unanimous. Motion approved.

Motion by Nancy Rider, seconded by Dave Goggins to approve the transactions from the Temp Restricted Schedule – Funds with Donor Restrictions. Vote taken – unanimous. Motion approved.

- Investment Policy
  - Subcommittee has developed a policy which will be brought to the next Finance Committee meeting.
- ❖ Fund Development Committee – *Nancy Rider*

- Met last week regarding HV Gives / Camp
  - Rachel Carr, Jacky Guan, Jill Van Aken, Nancy Rider, and DeAnna Sardella-Matthews
  - Would like to record a reel to push out
    - Jacky and Rachel will discuss ideas
- Jill Van Aken
  - Gleaning Hub Grant submitted
  - Farm Credit East Grant submitted for Open House on the Farm
  - 6/18 – Donor Recognition Ceremony
- ❖ Strategic Planning Committee – *Rachel Carr* – Will meet 4/9/26
- ❖ Park & Facilities Committee – *Thomas Manza*
  - Met last week
    - Reviewed upcoming projects and future projects
    - Would like to use Ag & Markets 2019 & 2022 towards livestock pavilion/barn
- ❖ 4-H Farm & Family Fair **UPDATE:**
  - Will be sending non-profits letters on how they could be a part of the fair
    - Duck Derby
    - Vendor
  - Vendor applications have been coming in
  - In discussion with Shamrock Ride Company
  - Will meet next week

**Old Business:**

- ❖ Change in name of: SNAP-Ed to Food, Nutrition, & Movement on 10/1/26 with funding changes.

**Adjournment:**

Motion by Kathi Nywening, seconded by Kathi Nywening to adjourn the meeting at 9:01 PM.  
Vote taken – unanimous. Motion approved.

Respectfully submitted,

Kathi Nywening, Board Secretary

Amanda Sostre, Recording Secretary