

**Cornell Cooperative Extension Association of Clinton County
Board of Directors Meeting Minutes (CCE Meeting Room)
April 14, 2026**

Wanda Carroll - Yes	Matthew Douthat - No	Rachel Dutil - Yes
Ely Giroux - No	David LePage - Yes	Norma Menard - Yes
Alexandra Mendofik - Yes	Fred Palmer - No	Chrysa Rabideau - Yes
Courtney Rock - No	Rob Timmons - Yes	Shannon Thayer - Yes
Total Voting Members Present = 8		
Other Present: Linda Gilliland (Executive Director), Robert Swem (Finance Coordinator), Kevin Jordan (Extension Specialist), Lois McClurg (Operations Coordinator)		

President Rob Timmons called meeting to order at 6:05 pm.

1. Agenda approved: Norma Menard moved, and Rachel Dutil seconded.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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2. Minutes: Chrysa Rabideau moved, seconded by Rachel Dutil, to approve the minutes of the February 17th, 2026, meeting.
3. Campus Update: Kevin Jordan mentioned that this is year end closing. All will be reviewed by the SCS and Finance team reviews all year-end items. Reminder: Board trainings continue with the Board Treasurer/Finance Chair training is Tuesday, April 21st and the Nominating Committee training is Tuesday, May 5th. Shared Business Network assessment is in review with the state director sending a survey to extensions statewide. No changes to State budget process with an anticipation of 224 funding to remain the same as last year. The May Executive leadership conference is in May in Buffalo. And then there is a September ELC meeting in Ithaca. Board Presidents or their designee is welcome to attend.
4. Financials: Robert Swem, Finance Coordinator, presented a detailed review of the financials to the board. Some of which included the Year-End transfers, December 2025 financials as well as the notes to the Financial Statements. Highlights included: Total cash: \$364,479.67. Current assets have increased by 8.7%. Non-Current assets increased by 11% from 2024. The CD increased by 3.5%, with the initial deposit up 28.4%. Right-of-use assets decreased by 21.4%. There was no change in Fixed assets. The net change in assets is 2.6%. The 2025 YE total current assets were \$438,479.22. Total right-of-use assets of \$151,765.62. Total current liabilities of \$101,621.99. Total non-current liabilities of \$105,698.61. General fund balance (pending transfers) of \$196,098.93. Net designated funds of \$266,902.26 for net unrestricted assets of \$463,201.19. Net liabilities and fund balances of \$670,521.79. Total revenue \$880,453.53. The total YE expenses for 2025 of \$854,985.07. The fixed assets have been fully depreciated with a Net Zero balance. The statement of Functional Expenses yielded a 66% Program, 32% Management and 2% Fundraiser ration and the Right of Use Asset Leases including the building as well as the copier. The percentage of functional expenses for management was higher than the 20% optimal due to a reduction in programming staff. This will probably have a finding on our campus review due to the higher management percentage. CCE ended the year with 16.3942 months of sustainable liquidity, which is very healthy. Financial and year-end documents were given to each board member at the time of the meeting.

- a. Alexandra Mendofik moved, seconded by Rachel Dutil to Approve New Fund Accounts.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- b. Motion to approve fund transfers including initial payment Chrysa Rabideau moved and seconded by Norma Menard.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- c. Motion to approve December 2025 financials (pending audit). David LePage moved, seconded by Wanda Carroll.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- d. Motion to approve December 2025 Notes to the Financial Statements: Alexandra Mendofik moved and seconded by Norma Menard.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- e. Motion to close 2025: Shannon Thayer moved, seconded by Rachel Dutil.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- f. Motion to open 2026: Wanda Carroll moved, seconded by Norma Menard.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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5. Legislative Report – With the price of everything up, sales tax is up. They have not talked about Capping a sales tax on gas as yet. Rob mentioned that hotel stays were up over the winter from last year.
6. Executive Director’s Report: Linda mentioned that Chelsea and Kari went to the College of Human Ecology In-service on campus to make some important connections. There were 2 applicants for our internship program. One was interviewed. We are currently in the reference checking stage (done by campus). Received a \$1,000 stipend for Climate Stewards. CCE received a \$10,000 grant from Adirondack Community Foundation for Golden Years program.
7. Program Committee
- a. 4-H Youth and Family Program Committee – 1st meeting was February 26th, 2025 – Wanda Carroll volunteered for 4-H presentations which totaled 120 youth.
 - b. Agricultural Committee: Next meeting is scheduled for April 27th, 2025. Ag Literacy week was March 16-20 where over 1,200 youth participated. The plant sale is May 30th at the Fairgrounds.
8. Old Business:
- a. Reminder to complete the Civil Rights training by April 20th.
 - b. Sexual Harassment training: still outstanding: Wanda Carroll and Courtney Rock
9. New Business - none
10. Communications - none
11. Next Meeting: Tuesday, May 12th @ 6:00pm

12. Motion to adjourn the meeting at 7:03pm moved by Norma Menard and seconded by Chrysa Rabideau.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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Minutes prepared by Lois McClurg.