

**Board of Directors Meeting**  
**24 Martin Road, Voorheesville, NY 12186**  
**March 25, 2026 - 6:00pm**  
**MINUTES**

**PRESENT:** Sue Dwyer, Carolyn Anderson, Wendy Daignault, Christine Saplin, Laura DeGaetano, William Reinhardt, Ann Potts, Ellen Doolin, John Kilroy, Allyson Whiting

**Staff:** Lisa Godlewski, Amy Shatsoff, Anthony Zumbolo, Barbara Stevens, Jessica Denno

**Absent:** Kevin Millington, Theresa Rodriguez, Paul O'Connor, Lisa Buenau

I. **CALL TO ORDER:** By Carolyn Anderson @ 6:03 pm.

II. **WELCOME**

III. **APPROVAL OF MINUTES:**

- **Board of Directors – January 28, 2026**

**MOTION: Motion by Sue Dwyer to approve Board of Directors- January 28, 2026 Minutes as presented, seconded by Christine Saplin. Approved unanimously.**

IV. **REPORTS FROM OFFICERS:**

**President-** Carolyn Anderson- things are moving along smoothly and we are appreciative of all the hard work.

**Vice President-** Christine Saplin is looking forward to Spring and Summer programming. Christine has been promoting CCE at her Master Gardener Speakers Bureau programs and folks seem taken aback by all that Extension does- she will continue to spread the word!

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

**Secretary-** Ann Potts- grateful to be here- no further report.

V. **LEGISLATIVE REPRESENTATIVE REPORT:** Bill Reinhardt: County Executive is in process of moving a lot of governmental operations into the old St. Rose campus.

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

Notes to Financial Statements Year Ending 12/31/25:

- Format is standard language from Extension Administrations guide; associations insert numbers.

- Net Assets with Donor Restrictions & Net Assets without Donor Restrictions: funds are designated at the end of the year for one or the other depending on appropriate use.

Net Assets with Donor Restrictions: no changes.

**MOTION: Motion by Ellen Doolin to approve Net Assets with Donor Restrictions as presented, seconded by Ann Potts. Approved unanimously.**

Net Assets without Donor Restrictions:

- Created new designated fund for the association's Lease Obligation for the term of Downtown office.

**MOTION: Motion by Sue Dwyer to accept Net Assets without Donor Restrictions as presented, seconded by Christine Saplin. Approved unanimously.**

2025 Year End Financials-

- No significant change from November financials. Fixed assets higher- includes lease for downtown office.
- Statement of Operations: revenues for federal contracts- impact from loss of SNAP funding. Planning to underspend through the coming year.
- Investments performed well through December.
- Fundraising is higher due to MG fundraising that occurred last year.

**MOTION: Motion by Ellen Doolin to accept December 2025- Financial Statements & Notes to the Year-End Financial Statement as presented pending audit, seconded by John Kilroy. Approved unanimously.**

Banking Signatory- requesting to add Vice President Christine Saplin as an additional banking signatory for the association.

**MOTION: Motion by Ann Potts to approve Vice President Christine Saplin as Banking Signatory, seconded by Sue Dwyer. Approved unanimously.**

Audit Update-

Working to schedule field work. Auditors have remote access to the association's accounting system and have majority of summary schedules/backup to begin their review.

Investments-

Association's investments are still positive since January with a slight decline in March to date.

VII. **PUBLIC COMMENT:** No comments

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

- 2025 Annual Report is available- it will be posted by the end of the month.
- No news on New York State funding- expectation is that CCE 224 dollars will be included in budget.

- SNAP- no movement with continued funding for SNAP Education. OTDA has offered some carryover dollars from previous year at this time which will help to keep our three staff members employed until September 2026. We are writing grant applications to explore other avenues of potential funding.
- We have been using Acumatica for five years at no charge. We will start seeing charges for the software and price may be variable year to year, based upon what the University pays for the associations use, or if modules are added, etc. Acumatica is easy to use and has been a welcome addition to our toolkit.
- Carolyn inquired about what the biggest challenges will be over the next few months.
  - SNAP impacts with educators and operations, high fuel prices, and Extension Administration's shrinking support to a marginal level.

IX. **STANDING COMMITTEES:** No reports

X. **PROGRAM REPORTS:**

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

- Environmental Health continues to deliver EAP RRP classes. Also began delivering lead abatement courses (2-day classes); both courses we held were at capacity. Waiting on accreditation for Abatement Supervisor course.
- Healthy Homes- Awaiting a new contract- had an excellent meeting with new commissioner at ACDOH. Continuing to conduct home visits.
- Energy Program- Team has faced a lot of challenges this winter but they have done a tremendous job on identifying additional funding sources.
- Recently selected to join NYSERDA DAC pool (Disadvantaged Communities)- they haven't released any scopes of work to date, but we will be eligible to bid on those opportunities as they are presented. This would be separate from the Clean Energy Hub.
- Climate Program- Staff are about halfway through our first Climate Stewards volunteer training- we have five volunteers- have had guest speakers including the Assistant Director of Sustainability. Climate Bites webinar series has begun- the first topic was food waste, second will host an Extension Specialist from the Sea Grant to talk about microplastics, and the last will address climate change and aging.

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

- Urban Grant- Youth programming at Giffen, Arbor Hill, Sherdan Prep, Pine Hills, TOAST, Montessori, Roots, Pine Bush Elementary, Delaware Community School, Parsons, and Mater Christi (Ag literacy week programming there as well).
- Fiber Grant – In connection with a Cornell graduate student, we are offering curriculum at a few urban elementary schools.
- Dairy Grant - Programming continues to be offered to schools and community groups throughout Albany County.
- Vet Science program was held in January.

- Ag. Literacy - Assembly Member John McDonald joined us to read at Harmony Hills in Cohoes. Also aiming to coordinate a reading featuring Senator Fahy at TOAST!
- Regional Horse Bowl- CCE Albany hosted this year at Altamont Elementary. One of our board members even judged! Participation had declined since COVID but there appears to be a resurgence of participation. Several levels placing in top ten, and 1 senior going to state event on April 18<sup>th</sup> at Cornell. Our youth worked hard preparing and did great.
- Upcoming- Preparing for Spring Break Adventure in April and 4-H Public Presentations are planned for this coming weekend. Normanskill Farm programming will be happening in May this year. And of course, planning is underway for the Altamont Fair August 18<sup>th</sup> – 23<sup>rd</sup>!

**For Master Gardeners (MG):** Christine Saplin reports:

- Preparing for Native Plant sale at the end of May. Expecting 22 flats of plugs to arrive April 6<sup>th</sup> and they will be replanted into pots and moved to a Master Gardener Volunteer's greenhouse to grow until the sale.
- Multiple Native Plant presentations are scheduled to lead up to the Garden Education Fair (GEF).
- Speakers' Bureau has 38 engagements scheduled as of this month.
- Garden Based Learning- Working with 4H staff on their April break program as well as offering the Summer Garden Adventure program as well.
- Getting geared up for Little Sprouts (preschool program) which will take place Tuesday, April 28 – June 2
- VA Demonstration Garden will be relocating planting beds, and they plan to use garden soil this year.
- Ravena-Coeymans-Selkirk High School- Master Gardeners have a new collaborative project underway.
- TOAST received urban grant for gardening and Master Gardener Volunteers will be working with them.
- The fundraiser made enough money last year to replace the gazebo- installation of an ADA compliant ramp yet to come. Hoping to have this completed by May 30 for GEF. Any funds remaining will help with other garden-based learning.

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

- CCE Albany contributes to two regional teams- ENYCHP, CAAHP
  - Each focus on different commodities. Late winter we held several programs on Small Ruminants including FAMACHA training. Additional programs on Farm Disaster Preparedness and Building Your Farm Future. ENYCHP offered 2-day fruit and vegetable conference.
- Transition coming this fall with the CAAHP team- longstanding team leader has announced retirement- his expertise is in small business and new farm development. Industry has noticed a major increase in the number of people who want to start farms. Evidence of this growth seen through our programming in nutrition, with attendance at food safety and preservation classes increasing. Working on transition planning and believe we need to

keep farm business management and entrepreneurship focus. Discussion continued around those buying farmland that are unsure how to farm.

**For Human Ecology:** Lisa Godlewski reports for Lisa B:

- Dining with Diabetes- Program has partnered with MVP the past few years. CDPHP has now reached out to discuss nutrition programming with us again.
- Parenting Classes- offered weekly and building on existing and developing partnerships.
- HEAP- began a month late due to delays in funding at federal level - program still strong - over 1200 applications, most supported with general heating and utility assistance but 700+ are supported with emergency funding.
- Energy Fair- hosted at CCE on Saturday, February 28.
- Hudson River Fish Advisory grant program- CCE provides education regarding resources on how to fish in the Hudson safely. Recently awarded funding for the next two years to continue this programming.

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

- Shared Business Network-  
Continue to provide high quality support to our Capital Region associations and support on key projects for various statewide committees as well. Many of us are beginning to work on new websites- new platform will create consistency for associations across the state.
- Emergency Plan-  
Updated annually and is available for review- outlines plan of action in the event of an emergency.

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

- 4-H Shooting Sports Program-  
Reinstating 4-H shooting sports program this year- we have the instruments here and they are safely always locked away; instructors are all trained and certified. Programming will resume in May. Must be NYS-trained to become an instructor.

XIII. **INFORMATIONAL REPORTS:** no reports.

XIV. **ADJOURNMENT:**

**MOTION: Motion to adjourn by Ellen Doolin, seconded by Ann Potts. Approved unanimously.**

**Adjourned- 7:15 pm.**

**Next Board Meeting:** Wednesday, May 27, 2026 @ 6:00pm