

Cornell Cooperative Extension Delaware County

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Cornell Cooperative Extension of Delaware County Board of Directors Meeting Minutes

Tuesday, March 17, 2026

6:00 – 8:30 PM

Cooperative Extension Office, Hamden, NY

Board Member Attendance:

Count	Name	Position	Term	Expiration
1	Rebecca Walley	President	1	2025
2	Jill Coleman	Vice President	1	2026-2028
3	Rachael Collins	Secretary	2	2024-2026
4	Cathy Popp McKenna	HE Rep	1	2025-2027
5	Christina Losie	HE Rep	1	2024-2026
6	Damian Hill - Absent	Ag Rep	1	2025-2027
7	Donald Smith	Board of Sup Rep	Appointed	-
8	Jason Mondore - Absent	At Large	1	2024-2026
9	Kendra Wiggans	At Large	1	2026-2028
10	Kirk Fletcher - Absent	Ag Rep	2	2021-2026
11	Madeline Chapin	At Large	1 year fill in	2026
12	Beth Howland	At Large	1	2026-2028
13	Kim Moody	At Large	2 year fill in	2026-2027
14	Tim Kelso	At Large	1	2026-2028??
Zoom	Patricia Claiborne	State Extension Specialist	-	-
Zoom	Paul O'Connor	State Extension Specialist		

Other Attendees: Emily Roach, Executive Director; Charles Engel, Finance Manager; Jacquelyn VanLoan, Office Administrator/HR; Paul Cerosaletti, Ag Team Leader; Dale Dewing, Sr. Ag Team Leader; Desiree Kever, Ag Issue Leader; Ashley Silano-Moore, 4-H Team Leader; Dove Karn, Human Ecology Team Leader; Meg Potter, PFM Team Leader; Samantha Edel, Community Energy Advisor.

- I. Call to Order (6:21 pm)
- II. Welcome & Introductions

Putting Knowledge to Work

Cornell Cooperative Extension is an employer and educator recognized for providing equal program and employment opportunities in accordance with applicable laws.



- III. Public Comment – none
- IV. Board President Appointment: Becky appointed Tim Kelso as At Large Board Member to fill the first year of a 2-year position (section 8 of Constitution). Eric Scofield resigned from the Board 2/23/2026.
- V. Executive Director's Report – Emily Roach
- Emily reported that she has completed the *Leader as Coach Training*.
 - She continues conducting check-in meetings with CCEDC staff and is approximately halfway through.
 - At today's county planning meeting, discussion focused on the Camp bathhouse project. As the site is on County land, the County expressed support and willingness to assist with funding and grant opportunities. The next meeting is scheduled for April.
 - Emily and Charlie met with the Watershed Agricultural Council and DEP. The meeting was productive, and potential opportunities may arise that could benefit CCEDC.
 - The Nominating Committee currently has three members and requires two additional members.
 - Discussions regarding subcontracts with DairyOne are ongoing.
 - President and Vice President training has been completed; Emily will forward the information to Jill.
 - Emily continues working to attend all scheduled meetings.
 - She informed the Board that the lease with ARC extends through October 2027.
 - Work will begin on a new contract with WAC.
 - Leadership development opportunity: The Harold D. Craft Leadership Program will be held in the fall. The program runs for one week, from 8:15 a.m. to 4:30 p.m. daily. The cost is \$1,000, with Extension Administration covering \$500 and CCEDC covering the remaining \$500.
 - Pat noted that this is an excellent program and encouraged participation.
- VI. President's Report – Becky Walley
- Becky stated that she is happy to be here and incredibly happy that the office is fully staffed. She wanted to say that Charlie, Finance Manager has been a great asset.
- Becky welcomed attendees and invited guest speaker Paul O'Connor (via Zoom) to provide an overview of the Shared Business Network (SBN).
 - Paul explained that CCEDC will be rejoining a Shared Business Network. SBNs were established approximately 12 years ago and focus on collaboration in areas such as HR, IT, and association administration, allowing members to share information and resources. CCEDC has not participated in an SBN for the past few years.

- Paul noted that he, Pat Claiborne, and Emily discussed reentering an SBN and identified the Central/Northern regions, with Broome County, as a logical starting point. They met with Beth Robins and additional representatives to explore this opportunity. Emily indicated that the SBN would be a good fit for CCEDC.
- The proposed timeline for participation is April 1, 2026, through September 30, 2026, aligning with the current funding cycle. If successful, the arrangement would become formalized beginning October 1, 2026, with annual renewals thereafter. Pat added that she will provide further insight on how participation would benefit CCEDC.
- Becky then introduced Ken Prestidge from Delhi Telephone Company to review two quotes related to Camp infrastructure improvements, including security cameras and Wi-Fi upgrades.
- Ken explained that the proposal includes installation of sixteen cameras equipped with AI capabilities. Emily provided additional context, noting that the current Wi-Fi system dates back to the 1990s or early 2000s and is in need of replacement.
- In response to a question regarding system monitoring, it was clarified that Corrine will oversee monitoring, along with the Camp Director. The monitoring station will be located in the Camp Director's office. A formal vote on the proposals will take place later in the meeting.
- Introductions followed, with attendees going around the room to introduce themselves.

VII. Finance Manager Report – Charlie Engel

Charlie reported on the Financial Year End, approvals, staff increase, new copier, vehicle purchase, legal fees, increased purchases, and revenue. Will be approving several financial items later into the meeting.

VIII. Reports and Updates:

- Supervisor's Report: Donald Smith
Don reported that the County made a Resolution in Support of State Representatives to fight the cost of electricity, as a board they supported this resolution.
- State Extension Specialist: Pat Claiborne
Pat discussed that year end reports are due, BR agreement with the University is due at the end of March. She noted Volunteer Appreciation Week is approaching, at the State level, she wanted to make sure our volunteers are appreciated. Training for the Treasure, Finance Chair, Nominating Committee training is coming up. Board President's ELC training is September 28 – 30, 2026 on Campus.
- Program Advisory Committee Reports:
 - i. 4-H – attached
 - ii. Ag – attached
 - iii. HE – attached

- Human Ecology Presentation – Dove Karn, Human Ecology Team Leader (attached)
Dove presented a PowerPoint on what HE does and how they work.
Sam Edel, Community Energy Advisor then presented about how her program works. (attached)

IX. Approval of Board Minutes from 2/11/2026
Motioned by: Donald Smith
Second: Christina Losie
Motion Carried: Approved

X. Old Business:

Review and approve Delhi Telephone Company Quotes for Camp internet/cameras.

- Ken Prestidge is in attendance for information and questions. Ken stated it is good to be wireless, and that the storage must be in a secure location.

Motion to approve the Quote for Internet at Camp
Motioned by: Kendra Wiggans
Second: Jill Coleman
Motion Carried: Approved

Motion to approve the Quote for Camera's at Camp
Motioned by: Madeline Chapin
Second: Christina Losie
Motion Carried: Approved

- Authorize 2026 MI-1 Record Retention Policy per Form Code 1705: Retention of Records
Motion to approve 2026 MI-1 Record Retention Policy per Form Code 1705
Motioned by: Donald Smith
Second: Kim Moody
Motion Carried: Approved

Motion to approve Charlie Engel as Records Management Officer
Motioned by: Beth Howland
Second: Christina Losie
Motion Carried: Approved

- Approval of previous year's financial statements
Motion to approve October Statement
Motioned by: Christina Losie
Second: Madeline Chapin

Motion Carried: Approved

Motion to approve November Statement

Motioned by: Jill Coleman

Second: Kim Moody

Motion Carried: Approved

Motion to approve December Statement

Motioned by: Beth Howland

Second: Christina Losie

Motion Carried: Approved

- Approval of Form Code 1101: Internal Review Questionnaire
Motion to approve Form Code 1101: Internal Review Questionnaire
Motioned by: Tim Kelso
Second: Jill Coleman
Motion Carried: Approved

- Approval of Form Code 105: Request for Annual Information
Motion to approve Form Code 105: Request for Annual Information
Motioned by: Kendra Wiggans
Second: Christina Losie
Motion Carried: Approved

- Financial Year End Approval
Motion to approve State 224 Form
Motioned by: Madeline Chapin
Second: Jill Coleman
Motion Carried: Approved

Motion to approve County Form

Motioned by: Beth Howland

Second: Christina Losie

Motion Carried: Approved

Motion to approve End of Year Statement

Motioned by: Tim Kelso

Second: Kendra Wiggans

Motion Carried: Approved

Motion to approve End of Year Financial Notes

Motioned by: Christina Losie

Second: Madeline Chapin

Motion Carried: Approved

Motion to approve General Fund Transfer - \$397,283.04

Motioned by: Tim Kelso
Second: Donald Smith
Motion Carried: Approved

- Review and Approval of joining North/Central SBN
 - Paul O'Connor and Pat Claiborne discussed the Shared Business Network (SBN) there will be some minor staffing changes. There is IT, HR and Finance, they will have staff to assist with some items from the SBN. Pat stated that HR position, IT and Finance previously had at University, but larger associations had staff locally. They were not concerned about smaller associations, so the SBN was created and a benefit. Charlie then mentioned that we are paying MOUs to other extensions, so this will be less expensive being in an SBN. Becky also stated it gives us some HR & IT without paying for another in-house staff member.

- CCE DC Constitution Update and Approval
Emily went through the 2023 Constitution and updated the 2026. New or removed wording. Becky cleans it up. Emily said we needed to update to be accredited with the University.

Motion to approve the Constitution Update
Motioned by: Madeline Chapin
Second: Kim Moody
Motion Carried: Approved

- Update Operating Guidelines and Approval
Pat wanted to remind the board that this year's Annual Meeting will need to be voted on. Emily said she used the template from Cornell as we did not have one that could be found.

Motion to approve the Operating Guidelines
Motioned by: Kendra Wiggans
Second: Tim Kelso
Motion Carried: Approved

- Review cell phone plan options and approve one plan for Executive Director use.
The board will revisit this after Becky reaches out to her representative at T-Mobile.

- Board President – Appoint Nominating Committee
 - Shawn Smith
 - Denise Burkert
 - Dottie Crane

- Seth Kelso

Emily will send the training dates to the Nominating Committee members.

- Board members will need to be returned signed Code of Ethics/Conflict of Interest forms
- Board Treasurer and Finance Training April 21, 6-7:30 pm
- Nominating Committee Training May 5, 6-7:30 pm

XI. New Business

- Elect Treasurer of the Board
Motion to Elect Kendra Wiggans to Board Treasurer
Motioned by: Beth Howland
Second: Madeline Chapin
Motion Carried: Approved
Note that Kendra will continue with the Personnel Committee until the May meeting.

Motion to go into Executive Session to discuss current litigation.

Motioned By: Christina Losie

Second: Kendra Wiggans

Motion Carried: motion was passed unanimously

Motion to invite Charlie into Executive Session

Motioned By: Beth Howland

Second: Jill Coleman

Motion Carried: motion was passed unanimously

Motion to come out of Executive Session

Motion By: Donald Smith

Second: Tim Kelso

Motion Carried: motion was passed unanimously

Adjourn

Vote:

Motioned by: Donald Smith

Second: Tim Kelso

Discussion: none

Motion Carried: motion was passed unanimously

Meeting ended at 8:24 pm

Next meeting scheduled for Tuesday, May 19, 2026

Future Board Meeting Dates: July 21, September 15