

Cornell Cooperative Extension Delaware County

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Cornell Cooperative Extension of Delaware County

Executive Committee Meeting

Monday, March 23, 2026

5:15 – 6:00 PM

Cooperative Extension Office, Hamden, NY

Board Member Attendance:

Count	Name	Position	Term	Expiration
1	Rebecca Walley	At Large/Board President	1	2026-2028
2	Jill Coleman	4-H Rep/Board V.P.	1	2024-2026
Absent	Rachael Collins	4-H Rep/Board Secretary	2	2023-2028
3	Kendra Wiggins	At Large/Treasurer	1	2026-2028

Others in Attendance: Emily Roach, Executive Director; Charles Engel, Finance Manager

I. Call to Order: 5:22pm

II. Old Business:

- Review and approve updated MOU with North/Central SBN
Rebecca explained the discrepancy in amount due to SBN on MOU. SBN had billed for 5 months instead of 6 months and sent an updated MOU with correct figure of \$12,063.25 for April 1 - September 30, 2026. Discussion was had about MOU services that are or were being currently utilized by CCEDC and that the services would no longer be needed as the SBN would cover those needs.

Vote:

Motioned by: Kendra Wiggins

Second: Jill Coleman

Motion Carried: Motion was passed unanimously

III. New Business

- Add Staff member as signer on bank CD's and savings accounts. Recommendation would be Paul Cerosaletti.
Charlie explained that Paul is currently able to help with banking at Wayne Bank but is not on any of the CCEDC CDs. Charlie would like to add Paul to help get information and work with the various banks in relation to our CDs. There are currently no staff members able to help with these tasks.

Vote:

Motioned by: Jill Coleman

Second: Kendra Wiggins

Motion Carried: Motion was passed unanimously

IV. Review and approve MOU for Master Food Preserver Program

Emily explained that the program is taught by CCE Saratoga County Educators, CCEDC provides the location (4-H Camp Shankitunk), access to a kitchen, overnight accommodations for the two educators and additional supplies. CCEDC pays CCE Saratoga County to provide the program but is able to charge participants for the program, to cover the cost. Last time program was held in Delaware County was



around 2006. Executive Committee would like CCE Saratoga educators to stay in camp director's house for accommodation requirement.

Vote:

Motioned by: Kendra Wiggans

Second: Jill Coleman

Motion Carried: Motion was passed unanimously

V. Review and approve Corrine Tompkins out of state travel: National 4-H Conference Arlington, VA April 10-15, 2026

State 4-H will cover all costs except parking at airport, mileage to and from airport, one lunch and one dinner.

Vote:

Motioned by: Kendra Wiggans

Second: Jill Coleman

Motion Carried: Motion was passed unanimously

VI. Approve Ashley Silano-Moore to sign Acumatica transactions in Executive Director's absence (i.e. vacations, medical leave, incapacitation, etc.)

Rebecca stated Ashley is a good choice, Charlie confirmed Ashley had completed such tasks under the past interim executive director.

Vote:

Motioned by: Jill Coleman

Second: Kendra Wiggans

Motion Carried: Motion was passed unanimously

Adjourn: 5:36pm

Vote:

Motioned by: Jill Coleman

Second: Kendra Wiggans

Discussion: None

Motion Carried: Motion was passed unanimously

Next meeting scheduled for Tuesday, May 19, 2026

Future Board Meeting Dates: May 19, July 21, September 15