

**Cornell Cooperative Extension of Steuben County
Board of Directors Meeting
July 27, 2026**

The July 27, 2026 meeting of the Cornell Cooperative Extension of Steuben County Board of Directors was called to order by President Jason Jordan at 5:00 p.m.

Members Present

Bill Joint, Jason Jordan, Hilda Lando, Chuck Susick, Kyle Lowery, Penny Kephart, and Paul O'Connor (via Zoom)

Members Absent

Lisa Zawrotny, Walter Konopski, and Fred Potter

Staff Present

Tess McKinley and Robert W. Shirley, III

Approval of Notetaker

Robert W. Shirley, III was appointed notetaker.

Approval of the June 25, 2026 Board Meeting Minutes

Penny Kephart made a motion to approve the June 25, 2026 Board meeting minutes. The motion was seconded by Kyle Lowery and carried unanimously.

Public Comment Period

There was no public comment.

Reports

Financial Report

Robert Shirley presented the financial statements for the month ended May 31, 2026.

He explained that although the Association is currently reporting a deficit, it is performing approximately \$1,500 below the same point last year. However, the Association finished last year with a \$24,000 surplus. He noted that there is no cause for concern and stated that the six-month financial statements ending June 30, 2026, which will be presented at the next meeting, will provide a more meaningful picture of the Association's financial position. He expressed confidence that the Board would be pleased with the results.

Motion to Approve Financial Report: Chuck Susick

Second: Bill Joint

Motion carried unanimously.

Old Business

None.

New Business

None.

Other Business, Comments, Concerns, or Questions

None.

Executive Session

Chuck Susick made a motion to enter executive session at 5:07 p.m. to discuss the proposed shared leadership arrangement with CCE-Chemung County. The motion was seconded by Bill Joint and carried unanimously.

Hilda Lando made a motion to exit executive session at 6:17 p.m. The motion was seconded by Penny Kephart and carried unanimously.

Following executive session, Hilda Lando made a motion to authorize CCE-Steuben Board President Jason Jordan to negotiate a Memorandum of Understanding (MOU) with the CCE-Chemung Board of Directors for an interim shared leadership arrangement involving the Executive Director and Deputy Executive Director. The arrangement would begin August 1, 2026, for a term not to exceed six months, with the option to renew and an exit clause requiring ten (10) business days' notice. The Association's expected compensation from CCE-Chemung is between \$6,500 and \$7,500 per month.

Second: Chuck Susick

Motion carried unanimously.

Next Meeting

The next Board meeting is scheduled for August 27, 2026.

It was also decided that the CCE-Steuben Finance Committee will meet 30 minutes prior to the Board meeting to discuss options for the Association's Five-Star Bank account, which currently exceeds the FDIC insurance limit of \$250,000. Tess McKinley will send an Outlook meeting invitation and Zoom link for the Finance Committee meeting.

Adjournment

Chuck Susick made a motion to adjourn the meeting at 6:22 p.m. The motion was seconded by Bill Joint and carried unanimously.

Respectfully submitted,

Robert W. Shirley, III