

Association Staff Meeting Minutes

Tuesday, May 26, 2026, 6:00 PM

Cobleskill Extension Center, Cooperstown Education Center & Virtual Meeting

ACTION ITEMS:

- Board Members should submit names and contact information of possible Nominating Committee members to Liz by June 5.
- Board Members should begin sharing names and contact information of perspective board members (and any communication instructions) with Liz anytime moving forward.

1. **Call to Order** – President Shelby MacLeish called the meeting to order at 6:07 PM. Shelby directed members to review the agenda and asked for any new business items. No additions were requested.
2. **Roll Call** – Secretary Jessica Hill did roll call and the members present were Tina Douglas, Deb Gansinger-Hall, Jessica Hill, Jim Hayes, Betsy Jensen, Shelby MacLeish, Carol Phelps, Tom Pullyblank, and Alicia Terry. Staff present were Teresa Adell, Liz Callahan, Mayra Richter (via Zoom), Catherine Roberts and Nicole Thompson. Absent were Nicole Blanchard, Christine Edwards, Danielle Hautaniemi, Jerry Hughes, Andrew Marietta and Jason Stone. A quorum was present.
3. **Public Comments:** No public comments presented.
4. **Secretary's Report** – Shelby MacLeish asked for any corrections or additions to the March 24, 2026 meeting minutes. With no corrections voiced, Alicia Terry moved to approve the minutes as distributed; Jessica Hill seconded the motion. Motion carried unanimously.
5. **Standing Committee Reports:**
 - a. Finance & HR Committee – The committee met on April 21, 2026.
 - Tom stated that the association had an audit and everything was good.
 - Carol Phelps stated that there was a lot of extra information added to the minutes about designated funds that were not presented at the meeting and the minutes were being presented as “we are working on fixing hiccups.” She said the discussion was more robust and there wasn’t a consensus in the meeting. Mayra agreed to share the recording of the meeting. The minutes will be amended.
 - The committee recommended to the board the Otsego County Financial Statements through March 2026 as presented. Tina Douglas made the motion to approve the financial statements as presented subject to audit; Betsy Jensen seconded the motion. Motion carried unanimously.
 - The committee recommended to the board the Schoharie County Financial Statements through March 2026 as presented. Alicia Terry made the motion to approve the financial statements as presented subject to audit; Deb Hall seconded the motion. Motion carried unanimously.
 - b. Fund Development Committee – The committee met on May 22, 2026. On behalf of the committee, Liz thanked everyone who donated items and bid on the online auction. CCESO raised roughly \$4,000. The committee presented the following action items:
 - The committee is proposing that the Board agree to formally include an online fundraising auction in the mix of the association’s annual fundraising efforts. Tom Pullyblank made the motion to include an online fundraising auction in the mix of the association’s annual fundraising efforts; Tina Douglas seconded the motion. Motion carried unanimously.
 - The committee is planning to host familiarization events for elected officials at each county fair. In Otsego County CCESO will offer a casual meal in Martin Hall for elected officials and dignitaries

before the Fireman's Parade. The time, date and format of a familiarization event at the Schoharie County Fair is to be determined.

- c. Buildings & Grounds Committee - The committee met on April 21, 2026. No action items presented or additional comments presented.
- d. Nominating Committee Report – Jessica Hill, committee chair, met with Liz on May 11, 2026. The committee presented the following action items:
 - Request that Board Members submit names and contact information of possible Nominating Committee members to Liz by June 5.
 - Request that Board Members begin sharing names and contact information of perspective board members (and any communication instructions) with Liz anytime moving forward.
- e. Annual Meeting Committee – The committee has not met.

6. 4-H Program Presentation: Teresa Adell & Catherine Roberts

- a. Teresa Adell and Catherine Roberts presented on the associations 4-H Program. The presentation is included herewith.

7. Executive Director's Report

- a. Professional Development, Engagement and Service to the field:
 - Program staff who have food related responsibilities (Kelley, Maegan, Marcie, Mariah and Liz) introduced CCE's core focus on food systems and food security to CGP Foodways class.
 - Association program staff, Liz and Nicole, worked with Celeste Carmichael, CCE Assistant Director for Program Development and Accountability, on plans of work and program data reporting.
 - Liz traveled to Binghamton to facilitate 1115 waiver convening, she was reimbursed for travel and time.
 - Liz traveled to CCE Herkimer for the Ag Teams listening session with CCE Director Andy Turner.
 - Mayra, Nicole and Liz traveled to Cornell for Mini Camp Finance, a New York Council of Nonprofits program designed for Cornell Cooperative Extension finance staff and leaders centered around improving grant writing, fund development, compliance and related skills.
 - Liz traveled to Buffalo for the Executive Leadership Conference for CCE Executive Directors with a focus on performance management, organizational structure and leadership in uncertain times.
- b. Monthly and Quarterly Meetings and Reports:
 - Liz worked with Alicia Terry to present to the Schoharie County Extension, Ag and Conservation committee.
 - Monthly meetings of Shared Business Network Administrative Management Group
 - Mohawk Valley Energy Hub Management Group
 - Quarterly reporting to EFNEP and Living Well (Healthy Connections)
 - Quarterly leadership meetings for Central New York Dairy, Livestock & Field Crop Team, Living Well, CROP and Eastern New York Commercial Horticulture Team advisory boards
- c. Internship and Leadership Development:
 - Kianny has graduated from SUNY Oneonta
 - Liz assisted the coordinator of the program with program evaluation and revisioning for future years since we have participated in the program annually.

- Liz attended the familiarization event at SUNY Oneonta where students, faculty and staff came to learn about organizations that the students were interning with. In addition to Kianny's presentation, the association was able to present as well.

d. CCE Board Toolbox:

- Jess Hill attended the Nominating Committee training
- Tom participated in the Finance Committee training

e. Other:

- Schoharie County Community Hub that originated through Schoharie County Health Department is now its own organization called RISE. Dr. Nicole Blanchard, Director of Schoharie County Health Department and RISE, has asked Liz to be on the RISE board as a Cornell Cooperative Extension representative.

8. Otsego County Board of Representatives Report – Andrew Marrietta was not present. No report was given.
9. Schoharie County Board of Supervisors Report – Alicia Terry had to excuse herself from the meeting early. No report was given.
10. **New Business** – Liz stated that even though the time change of the Board of Directors meetings from 6:30 PM to 6 PM was discussed and agreed to through emails, she is requesting a formal motion to adjust the meeting time. Tina Douglas made a motion to change the starting time of future Board of Directors meetings to 6 PM, Tom Pullyblank seconded the motion. Motion approved unanimously.
11. **Old Business** – N/A

Adjournment: Meeting adjourned at 7:17 PM. on a motion by Tom Pullyblank, seconded by Betsy Jensen. Our next meeting is scheduled for Tuesday, July 28, 2026.