

Finance & Human Resource Committee Meeting Minutes

Thursday, July 16, 2026, 2:00 PM

Cobleskill Extension Center, Cooperstown Education Center & Zoom Virtual Meeting

ACTION ITEMS:

- Recommend the Board approval of the Association Financial Reports through June 2026
- Recommend the Board approval of new required HR Policy 405-Gender Based Violence and the Workplace Policy
- Redistribute Final April 21, 2026 Finance & HR Committee Meeting Minutes

1. **Call to Order** – Tom Pullyblank called the meeting to order at 2:06 PM.
2. **Present** – Members present were Tina Douglas, Betsy Jensen, Shelby MacLeish, Carol Phelps, Tom Pullyblank, and Alicia Terry. Staff present were Liz Callahan and Mayra Richter. A quorum was present.
3. Year to date financial reports through June 30, 2026 were presented for discussion.
 - a. Otsego financials were reviewed. Both income and expenses are where they should be at this point in the calendar year. Most outstanding accounts receivable at end of month have subsequently been paid. The Farm to School project payment is on track for payment.

A motion was made by Carol Phelps, seconded by Alicia Terry to present to the board and recommend the of approval the Otsego June 2026 Financial Statements; motion carried unanimously.
 - b. Schoharie financials were also reviewed. Both income and expenses are where they should be at this point in the calendar year as well. There were no significant unplanned expenses during this period.

A motion was made by Betsy Jensen, seconded by Shelby MacLeish to present to the board and recommend the approval of the Schoharie June 2026 Financial Statements; motion carried unanimously.
4. Liz provided the revised April 21, 2026 meeting minutes for review. The committee agreed that the new minutes better reflected the discussion that occurred during the meeting. The committee agreed that the revised meeting minutes were approved and may be distributed to the Board.
5. The committee reviewed the Executive Summary for the new NYS required HR Policy 405: Gender-Based Violence and the Workplace provided by Cornell University. General discussion ensued. We will review our procedures and capacity to fulfil the requirements.

A motion was made by Tom Pullyblank, seconded by Carol Phelps to present to the board and recommend the approval of HR Policy 405: Gender-Based Violence and the Workplace; motion carried unanimously.

Adjournment: Meeting adjourned at 2:48 PM.