

**Cornell Cooperative Extension of Clinton County
Board of Directors Meeting (CCE Meeting Room)
August 18, 2026 @ 6:00pm**

Wanda Carroll - No	Matthew Douthat - Yes	Rachel Dutil - No
Ely Giroux - Yes	David LePage - No	Norma Menard - Yes
Alexandra Mendofik - Yes	Fred Palmer - Yes	Chrysa Rabideau - Yes
Vacant -	Rob Timmons - Yes	Shannon Thayer - Yes
Total Voting Members Present = 8		
Other Present: Linda Gilliland (Executive Director), Robert Swem (Finance Coordinator), Lois McClurg (Operations Coordinator), Kevin Jordan (State Extension Specialist)		

President Rob Timmons called meeting to order at 6:02pm.

1. August 18th agenda approved: Norma Menard moved, seconded by Chrysa Rabideau.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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2. Minutes: Shannon Thayer moved, seconded by Alexandra Mendofik to approve May 12th Minutes:

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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3. Campus update: Kevin Jordan – Zoom training on the Open Meetings Law on August 25th at 6pm.
4. Financials: Treasurer: Robert Swem, Finance Coordinator, presented a detailed review of the financials to the board. Some highlights:

2026– YTD - As of	Apr 30	May 30	Jun 30
Cash	\$395,185.08	\$365,713.89	\$449,618.65
Total Current Assets	\$518,874.12	\$473,391.77	\$556,945.68
Total Non-Current Assets	\$80,841.37	\$80,952.89	\$81,068.37
Right of Use Assets	\$136,839.49	\$133,041.94	\$129,244.39
Total Assets	\$736,554.98	\$687,386.60	\$767,258.44
Current Liabilities	\$182,597.03	\$130,547.13	\$215,368.29
Non-Current Liabilities	\$89,091.63	\$84,866.43	\$80,610.76
Year-to-date total Revenues	\$258,152.61	\$331,683.72	\$400,721.08
Year-to-date total Expenditures	\$256,487.48	\$322,911.87	\$392,642.88

- a. Motion to approve April 2026 Financials, pending audit. Motioned by Ely Giroux, seconded by Matthew Douthat.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- b. Motion to approve May 2026 Financials pending audit. Motioned by Norma Menard, seconded by Alexandra Mendofik.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- c. Motion to approve June 2026 Financials pending audit. Motioned by Chrysa Rabideau, seconded by Fred Palmer.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- d. Motion to approve preliminary 2027 Budget. Motioned by Alexandra Mendofik, seconded by Fred Palmer. Some highlights include:

REVENUE	
Smith-Lever	\$12,000.00
State 224	\$64,717.00
NYS Fringe	\$206,492.81
Country Contributions	\$337,085.00
4-H Bluegrass	\$5,000.00
Fostering Independence	\$15,500.00
OFA Senior Fitness	\$26,084.24
Chapel Hill	\$15,800.00
4-H Paper Clover	\$2,600.00
Transfers from funds balances	\$50,268.77 (including \$34,375.02 General, \$3,506.61 Revitalization, Clinton Bluegrass \$6,515.14 and \$3,000 Equipment)
EXPENSES	
Cost of living increases to payroll	4% COLA increase
Unemployment	\$400.00
Staff Development	\$9,157.50
Workers Compensation	\$2,225.00
Advertising and promotion	\$3,400.00
Rent	2% increase per contract
Office Supplies	\$5,820.00 an increase that includes a new \$2,820 Acumatica service fee
Meeting expenses	\$7,673.77
Equipment	Expect to replace one computer
Noncapitalized assets	\$6,950.00

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- e. Motion to approve purchase of new vehicle under \$42,000.00. Motioned by Matthew Douthat, seconded by Fred Palmer.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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5. Legislative Report – Sales tax is a little bit above projection. Patrick Sharrow, the new Airport Director at the Plattsburgh International Airport, is doing a great job promoting the Airport and increase activity.
6. Executive Director's Report: Ag legislative tour is September 18. Mike Basedow, of the ENYCH program, has been promoted to Senior Extension Associate with Cornell Extension. Please note the special 4-H Fair summary handout provided in your packets. There were 13,000 weekly Fair passes purchased for the Clinton County Fair. Willsboro Research Farm had its open house, and Elizabeth Hodgdon gave a presentation on their tomato and onion trials.
7. Program Committee Reports: Combined June and July reports included for all programs.
 - a. 4-H Youth and Family Program Committee – the last meeting was August 13 but Wanda Carroll, the Board representative was not in attendance and did not attend tonight's BOD meeting – therefore no update.

- b. Agricultural Committee: Meeting was July 27 – Alexandra provided an update about previous events including the Plant Sale, Plant propagation workshop, CVPH nurses appreciation week. As well as the Pinecone bird feeder workshops at the libraries being a huge hit. There is an upcoming all day Agriculture Mental Health First Aid Training being presented by NY Farm Net.

8. Old Business: none

9. New Business:

- a. Annual meeting: Tuesday October 27, 6pm at Cardinal Lounge, Angell College Center at SUNY Plattsburgh – remember to register
- b. HR Policies:
 - i. Norma Menard motioned and Shannon Thayer seconded to adopt and approve new HR policy 405: Gender-Based Violence in the Workplace

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- ii. Ely Giroux motioned and Chrysa Rabideau seconded the adoption of revised HR policies:

- 1. HR Policy 604 - Medical/Sick Policy to 30-minute increments
 - 2. HR Policy 603 – Vacation - to 30-minute increments

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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- c. Nominating Committee – Met via Zoom Friday, July 10, some names were put forward for Committee members as well as one for the BOD. BOD person declined as he is serving on other boards in the county. Jess Benton agreed to be appointed to the Youth and Family Committee. Ag/NR appointee has not yet replied.

10. Communications – Ads in the Press Republican and Sun Community News promoting 4-H and Fair as well as post-Fair ads Thanking volunteers and supporters. Also, an article in the Press Republican on the Wilsboro Research Farm open house which took place in July. As well as an article in the Press Republican about AI in Agriculture from August 17.

11. Next Meeting: Tuesday, September 15th, 6:00pm.

12. Motion to adjourn the meeting at 6:54pm. Moved by Norma Menard, seconded by Chrysa Rabideau.

Yes = 8	No = 0	Abstain = 0	Motion Carried - Yes
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Minutes prepared by Lois McClurg.