

Cornell Cooperative Extension

Chemung County

425 Pennsylvania Avenue
Elmira, New York 14904
t: 607.734.4453
f: 607.734.7740
www.chemung.cce.cornell.edu

Cornell Cooperative Extension of Chemung County Organizational Meeting January 20th at 6:30 pm 4-H Building at Chemung Co. Fairgrounds 170 Fairview Rd., Horseheads, NY

Present: Michele Podolec (Executive Director), David Boor (Treasurer), Cathy Hendrickson (Secretary), Katie Curren (Office Coordinator), Rodney Strange (Legislature Representative), Lawana Morse, Eric Powers, Joann Evans

Not Present: Amos Mainsville (President), Irene Brookins, Willie Owens,

QUORUM-YES

- I. Meeting was called to order by Michelle Podolec in Amos' absence at 6:33 pm
- II. Determination of Quorum, - Cathy Hendrickson
- III. Mission Moment
 - a. Michelle gave details on Cornell Cooperative Extension (CCE) putting knowledge to work in pursuit of economic vitality, ecological sustainability and social wellbeing. She additionally talked about how we are not pursuing profitability but rather stability in our community.
- IV. Orientation and Board Resources
 - a. New board member binders were distributed to the new board members- Lawana and Eric... Welcome! Additionally, Michelle reviewed the board tool box website and the "Understanding our organization Video" link that new and existing board members can utilize.
 - b. Required HR videos will be watched as a group in February.
 - c. Conflict of Interest, Code of Ethics and the Constitution that was already adopted were reviewed by the board.
- V. Election of Officers- Motion was made by Rodney Strange, Seconded by Eric Powers. All voted in favor of the below nominations:
 - a. Treasurer- David Boor
 - b. Secretary- Lawana Morse
 - c. Vice President – Cathy Hendrickson
 - d. President – Amos Mainsville



Helping You Put Knowledge to Work

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and individuals with Disabilities and provides equal program and employment opportunities. **Accommodations for persons with special needs may be requested by calling 734.4453 prior to attending a program.**



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- VI. Approval of Board Minutes- Rodney Strange made a Motion, seconded by David Boor, all voted in favor of approving.
- VII. Acceptance of the Treasurer's Report- This year will be David's last year. Eric Powers has agreed to shadow David this year in preparation for taking over that roll next year.
- VIII. Old Business- Review of bad debt. Cathy will call the person this week and provide a follow up to Michelle, Amos and Joann.
- IX. New Business:
 - a. Approval of 2025 Budget- Noted that we are holding educator money for the position that we are attempting to hire for. That money if any in excess will be used to help with the hiring as an asset if needed. In the meantime, there is a new staffing structure (see chart) where the current educators will take over the roles that we have been unable to fill with a new hire at this time. The shift allows us to bring in someone with a lower qualification and give them the chance to work their way up into the role. David Boor made a motion, seconded by Eric Powers. All voted in favor of approving.
 - b. Other Authorizations- The AR Agreement, BR Agreement, and Designation of Official Newspaper Announcements – Elmira Star Gazette were all voted on. Lawana Morse made a motion, seconded by Eric Powers. All voted in favor of approving.
 - i. Approval of the 2025 Affirmative Action Diversity Inclusion Plan- We have no ability to change this, it comes directly from Cornell. Eric Powers made a motion, seconded by Lawana Morse. All voted in favor of approving.
 - ii. Approval of the 2025 Operating Guidelines – Motion made by Lawana Morse, seconded by Eric Powers. All voted in favor of approving.
 - iii. Appointments:
 - 1. Adhoc committees assigned by President, 2 board members per committee. It was decided to table this till the next meeting with there still being open positions.
 - a. Finance- David and Eric
 - b. Personnel- Open
 - c. Strategic Planning & Program development- Irene and Cathy
 - d. Nominating- Open
- X. Meeting Adjourned –at 7:40 pm



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**Cornell Cooperative Extension of Chemung County
Organizational Meeting
February 15, 2025 at 6:30 pm
4-H Building at Chemung Co. Fairgrounds
170 Fairview Rd., Horseheads, NY**

In attendance:

Katie
Michelle
Eric *
Lawana *
Rodney *
Irene
Kathy *
Joann
Willie *
"Luna"
*Voting Member

Excused:

Amos*
Dave*

Called to order at 6:33pm by VP Cathy.

Approval of January minutes :

Motion: Rodney

2nd: Eric

Approved

Approval of Treasurer's report prepared by Dave, presented by Eric

Motion: Lawana

2nd: Rodney

Approved

Kathy gave update regarding bad debt. She was able to speak to the person and put a payment plan in place of \$200/mth on the 1st Friday starting in March

Old Business:

Committee Appointments



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Cornell Cooperative Extension actively supports equal educational and employment opportunities. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, religion, political beliefs, national or ethnic origin, sex, gender/gender identity, transgender status, sexual orientation, age, marital or family status, protected veteran status and individuals with disabilities. Cornell Cooperative Extension is committed to the maintenance of affirmative action programs that will assure the continuation of such equality of opportunity.



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2 needed for personnel: Lawana
2 needed for nominating: Eric, Willie
2 needed for strategic: Irene, Kathy
Finance is good with Dave, Eric, & Lawana
Amos as president serves on all

December 2024/January 2025 Programming report sent – see email

Directors report:
Move to executive session
Motion: Irene
2nd: Eric

Out of executive session
Motion: Irene
2nd: Rodney

Michelle gave an update on the strategic plan. She cleaned up some of the chatter in the document and brought it more in align with the campus plan. The updated language meets the modern grand standards.

Irene asked regarding changing DEI language and it was decided to leave those at the moment as they are in align with the campus plans.

Action: ask strategic plan committee to offer goals for flexibility within the plan as changes in grant requirements and administration shift.

Accept plan as revised:
Motion: Eric
2nd: Irene
Approved

New Business
Katie

2025 implementation of board attendance. Attendance spreadsheet to be created to track. Please notify Katie via text/email is unable to make meeting to assess for quorum attendance. If 3 unexcused in a row – removal from board. If unable to fulfill commitment, please step down.



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Open meeting laws apply – voting members can vote via remote as long as there is a quorum in person.

Motion to adjourn: Eric
2nd: Irene
7:52pm



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CCE Board Meeting

3/17/2025

In attendance:

Katie

Eric

Amos

Rodney

Irene

Kathy

Dave

Zoom:

Paul

Michelle

Willie

Called to order at 6:35 pm by Amos

Quorum determined

Approval of February minutes :

Motion: Cathy

2nd: Eric

Approved

Approval of Treasurer's report

*Gretchen Uhler (Cornells) is reviewing and cleaning books

Financials through November 30, 2024, presented by Dave

Motion: Irene

2nd: Eric

Approved

Write off bad debt from CCE Steuben – Snap Ed Supplies \$3917.41 – has been on the books since 2021

Motion: Irene

2nd: Cathy

Approved

Kathy gave an update regarding the bad debt from the 4-H sale. Unlikely to collect due to the individual's severe health decline. Amount is <\$1500 - moved to bad debt expense in the next few months – ride it out and see for a few months. To prevent the same situation, in the future, no personal checks will be allowed.

Dave requested that all current credit card statements be presented to the board at each meeting due to previous issues.

Old Business:

February 2025 Program Report

Introduce Simone White – new project coordinator for Urban Green Equity, joined January 2025

Upcoming projects:

- Solar Education

After school programs

- Hazardous waste day

Director's Report:

SNAP-ED

Paul discussed issues with funding:

- Has passed at the state level
- Multiple parts need to be signed
- Meeting to understand the process better
 - 17 different contracts to run the program
 - 10 are CCE
 - All 17 must be assembled perfectly – one CCE didn't have all the paperwork filled out, which bottlenecked the process
 - 2 state entities must sign off on each contract, then OTDA can sign and start processing payments
- Will be meeting 3-4 times per year to ensure all 10 CCE contracts are assembled correctly going forward

. The 2024 last quarter (Ended Sept 30th) contract has been paid for. Billing for 2025 has already begun – once the contract is signed, payments will be processed within 5 to 6 days. The contract is for four years – from October 1, 2024 to September 30, 2028 – with a year-to-year MOU with CCE Stueben

. The current challenge is the Farm Bill.

Grants

Rooted in Learning Grant – extension of Ag in the Classroom – applied for

Dairy in the Classroom grant received

Funding from a foundation to conduct Ag in the Classroom

Collaborating with three schools in the county

Ag Educator role was not filled – moved the ag program under 4-H/Natural Resources/Ag

Upcoming work:

- Small farms workshop
- homesteading series
- Community outreach to expense conservations programs

Executive Session:

7:08 PM

Invited Paul, Katie, and Michelle

Motion: Irene

2nd: Cathy

Out 7:20 PM

Motion: Eric

2nd: Cathy

New Business: None

Adjourn: 7:21 PM

Motion: Amos

2nd: Eric

Directors report:

Move to executive session

Motion: Irene

2nd: Eric

Out of executive session

Motion: Irene

2nd: Rodney

Michelle gave an update on the strategic plan. She cleaned up some of the chatter in the document and brought it more in align with the campus plan. The updated language meets the modern grand standards.

Irene asked regarding changing DEI language and it was decided to leave those at the moment as they are in align with the campus plans.

Action: ask strategic plan committee to offer goals for flexibility within the plan as changes in grant requirements and administration shift.

Accept plan as revised:

Motion: Eric

2nd: Irene

Approved

New Business

Katie

2025 implementation of board attendance. Attendance spreadsheet to be created to track. Please notify Katie via text/email is unable to make meeting to assess for quorum attendance. If 3 unexcused in a row – removal from board. If unable to fulfill commitment, please step down.

Open meeting laws apply – voting members can vote via remote as long as there is a quorum in person.

Motion to adjourn: Eric

2nd: Irene

7:52pm

CCE Board Meeting

4/21/25

In attendance:

Michelle
Katie
Dave
Irene
Lawana
Willie
Amos

Excused:

Rodney
Cathy
Eric

Called to order at 6:36 PM by Amos
Quorum met

Approval of March minutes:

Motion: Irene
2nd: Willie
Approved

Approval of Treasurer's report presented by Dave:

Nothing to approve tonight. Gretchen still working on getting all the reconciliations and clean up in place through the end of 2024.

Updates have been done to the ED list of responsibilities to include monthly check list of accounting practices.

Katie will be the new finance coordinator.

Gretchen will be facilitating the training for Katie's onboarding and providing oversight.

Grants and contracts – Katie will be doing professional training to gain further understanding of the billings.

As of 4/16:

\$57856 savings

\$3731 Checking/Cash

\$287814 AR

\$36000 Snap Ed

\$74000 UGE – Billed Out

Chemung County money arrived 4/21

Audit will be held up until Gretchen finishes up 2024 – has to have it in by May 30th

New process of 45 day window after EOM to get finances accepted by board

Future discussion: how to continue paying down LOC (credit card balance was paid off by LOC for lower interest) once EOY financials of completed.

Motion: Irene

2nd: Lawana

Approved

Old Business:

2024 EOY will be tied up by 4/30 by executive committee

Program report:

Very busy with everything going on and “kicking it out of the water” – see email update

Director’s Report:

Office is upbeat and personnel is hitting their stride despite changes

Hiring and interviews have been paused due to Federal funding freeze and awaiting year end financials – hoping to restart 5/1

New staffing structure to adjust to Katie taking on Finance Director

Many new positions coming available

EEOO Statement was updated – attempting to apply with Executive Order as best of our ability based on keeping separation of Cornell and CCE due to differing legal structures

Web transfer – new website to prevent interruption to programs due to AI keyword searching causing Federal funding to be pulled back

2 grants awarded:

- NYSERDA
- Rooted In Learning: Elmira/OM/SVE

Programs that may continue to be impacted by new Federal Admin:

21st Century – Good to June

Snap-Ed – Funding through end of summer – Farm Bill issue – Education and outreach is in question – food assistance is solid

Elmira Green Equity – Seems stable/NYS homeland security funded

NYSERDA – Stable/NY Flow through money

Projected audit cost - \$15,000 to \$20,000

4H Account access:

Goal to get all clubs caught up with financial training

Advocating for Sasha to implement local level guidance

Advocating for state level implementation of guidance for treasurer and reporting along with guidance on running the clubs

Will be using Federal level guidance

Adjourn 7:27

Motion: Irene

2nd: Dave

Cornell Cooperative Extension of Chemung County
Board Meeting
May 19, 2025
4-H Building at Chemung Co. Fairgrounds
170 Fairview Rd., Horseheads, NY
6:30 pm

Attendance: Irene, David, Cathy, Amos

Missing: Willie, Lawana, Rodney, Eric

Guests: Michelle, Katie, Sophie, Alison

- I. Call to Order 6:33 pm Have quorum
- II. Approval of **Board Minutes** – Secretary, Lawana Morse Motion Cathy, 2nd Irene All approved
- III. Acceptance of the **Treasurer’s Report** – Treasurer, David Boor
 - a. 2024 year-end summary 2024 Year end was approved by executive board April 2025
 - b. Close January, February, March - Irene Motion, 2nd Cathy. All approved
 - i. See attached finance sheets.
 - ii. Line of credit interest only payment being made currently.
- IV. Old Business- None
- V. New Business
 - a. **April 2025 Program Report** – see the shared report
 - i. Sophie Torres and Alison Kimbell
 1. Talked about upcoming programs.
 - a. FVRX Program
 - b. School programs
 - c. 21st Century
 - d. Tabling events
 - e. Diven Field Day
 - b. **Director’s Report** – see the shared report, Michelle Podolec
 - i. Administrative
 1. 2025 Audit Estimate – motion to approve Irene made motion, Cathy 2nd passed
 - a. Letter of engagement 20,000.00 for audit
 2. Hiring Update
 - a. Summer interns: Emmerson, Rhiannon, Taryn, Jessica, Kate
 - b. Community Energy Advisor – NYSEDA (monthly reimbursement) **starting to interview**

- c. Administrative Assistant I – Overhead (**Posted**)
 - d. Agriculture Program Coordinator I (term) – County (quarterly reimbursement) **Offer sent out**
 - e. ON HOLD – Nutritionist, SNAP-Ed (quarterly reimbursement, behind)
 - f. ON HOLD – Natural Resources, County (quarterly reimbursement)
- ii. Grants and Contracts Update
 - 1. SNAP-ED-In progress
 - 2. Rooted in Learning
 - a. 50,000.00 ag. in the classroom, Schuyler Odessa Montour and Spencer Vanetten
 - i. Motion Irene, Cathy 2nd, Passed
 - 3. Apprenticeship and Pre-apprenticeship Clean Energy Training
 - a. 750,000.00 over 3 years Being submitted in June
- iii. Policy HR 401 Equal Opportunity Statement – motion to approve
 - 1. Motion David, 2nd Cathy Motion passed
- iv. Policy 1400 Investment Policy – for review and comment
- a. 4-H Account Access for Bank – “The Board will designate specific Board and/or employees as signers for the Association checks and bank accounts...”
 - v. Sasha Diederich – viewer - Why? Need to be able to view, set up new, and audit 4-H accounts. Staff back up.
 - vi. Michelle Podolec – viewer – Why? Need to be able to view, provide auditor viewing access to all accounts.
 - Motion to approve adding Michelle Podolec as viewer to Visions Account Irene Made motion David 2nd
 - Motion to add Sasha Diederich to all 4-H Club bank accounts
 - Motion Irene 2nd David

VI. Adjourn 8:03 Motion Irene Cathy 2nd Passed

**Cornell Cooperative Extension of Chemung County
Board Meeting
June 16 , 2025
4-H Building at Chemung Co. Fairgrounds
170 Fairview Rd., Horseheads, NY
6:30 pm**

Attendance:

In Person: David Boor, Amos Maineville, Rodney Strange, Cathey Hendrickson, Katie Curren, Irene , Eric

Zoom: Lawana Morse, Michelle Podolec, Adam Hughes

Call to Order 6:37pm

Approval of Board Minutes - Included with pre-meeting email
Secretary, Lawana Morse, 2nd: Irene Approved

Acceptance of the Treasurer's Report – Treasurer, David Boor

- Met by June 12th Zoom
- April 30th, 2025 close out
- See attached documents

Motion: Rodney

2nd: Irene

Approved

Old Business - none

New Business

- **May 2025 Program Report** – see the shared report
- **Director's Report** – see the shared report, Michelle Podolec (reporting from executive learning committee)

- CE statewide update to policy - shared cost - Can be covered within budget \$500
 - Motion of support: Rodney, Irene Approved
- Hiring Update
 - Community Energy Advisor – NYSERDA (monthly reimbursement) Put on hold. We have candidates but not great - waiting till fall
 - Administrative Assistant I – Overhead- Interviewing and have candidate - finalizing offer
 - Agriculture Program Coordinator I (term) – County (quarterly reimbursement) Started 6/9/25, Niskua Medina - Contingent on funding
 - ON HOLD – Natural Resources, County (quarterly reimbursement) Ready to hire - challenges with funding at this time - keeping options open
- SNAP does not look good, looking to be cut from budgets - 140 jobs statewide - been asked to consider if we have open positions within organization through nutrition to be able to hold valued staff
 - Snap contract not signed - Paperwork not signed in time by state budget- expected to pay bill as has been funded by federal
 - Cost to keep staff till September (Payroll, Mileage, Phone): \$20-30K per Quarter
 - Already \$60-90 in debt that is due from state - if we pull out of SNAP and not have the staff for July-Sept from the program which would mean a rework of budget for administrative staff - ¼ admin cost share for SNAP: \$25,000
 - 21st Century Reach loss - lose staff support and admin
 - Michelle's recommendation: stay with the contract and let it finish out on this contract- they will pay the bill (eventually). This gives time for staff to have time to plan for the hard stop in September when the program will most likely end at the national level. This is not a priority project. The state may fill the void with another program but it would take time.
 - The staff have been informed this is happening. County funding for nutrition does not support this program per SNAP guidelines
- **Grants and Contracts Update**
 - County support: EMC funding - pull from CCE due to not being part of CCE any longer
 - Energy Warriors - workforce innovation - letters of support from the community

keep coming.

- **Cathy - livestock sale plug** - struggle to get bidders in - education of the livestock needs to be ramped up - options beyond taking it home in the freezer - people just need to show and even be there to drive up the prices - need people to be able to bid - need more businesses to help drive up the prices

Adjourn 7:41 Irene/Dave

**Cornell Cooperative Extension of Chemung County
Board Meeting
September 15, 2025
4-H Building at Chemung Co. Fairgrounds
170 Fairview Rd., Horseheads, NY
6:30 pm**

In Attendance: Cathy, Amos, Lawana, Michelle, Katie, Laine, Dave (Quorum met)

- I. Call to Order 6:30 by Amos**
- II. Approval of Board Minutes – Secretary, Lawana Morse**
 - a. Approved – Cathy Motion, Lawana Second
- III. Acceptance of the Treasurer’s Report – Treasurer, David Boor**
 - a. April report accepted (no quorum in June) Amos Motion – Cathy Second
 - b. May Report
 - c. June Report
 - i. Cathy Motion Amos Second – Both May/June Approved
 - d. Acceptance of the 2023 Annual Financial Review Report
 - i. Cathy Motion Dave Second – Accepted
 - e. Acceptance of the 2024 Annual Financial Review Report
 - i. Cathy Motion Dave Second – Accepted
 - f. Will be moving to annual audit for grant funding eligibility
 - i. Concern of expense of audit versus grant income is not reasonable
 - ii. Speaking with state level, etc. to keep the acceptance of biannual review letter for funding
- IV. Old Business**
 - a. Cathy – time to turn debtor over to collections – keeps refusing to remit
 - i. Cost associated? Michelle and Katie to look into this
 - ii. 10 day demand letter at no cost – will be sent
 - b. County appropriations request – see the shared letter
 - i. Letter Sent for level funding
 - c. 2023-4 Audit Update
 - i. In process – answering Questions – hope to have at October Meeting
 - d. Line of Credit Update
 - i. Paid down
 - e. Investment Procedure – Motion to Approve the Investment Procedure
 - i. Back billing caught up – above the \$250,000 limit for the checking account – Michelle would like to have an investment process in place to kick in when over the limit
 - ii. Amos – Cathy – approved to work in the process

V. New Business

a. **2025 Budget Modification –**

i. See handouts

1. 1 quarter less snap – ended -decrease
2. Century 21 - increase
3. Farmers market nutrition Broome – decrease less spots

ii. Accept new budget: motion Cathy second Dave accepted

b. **June-July 2025 Program Report** – see the shared report

c. **Director's Report** – see the shared report, Michelle Podolec

i. Administrative

1. updated staffing chart

a. Goal to set up for 2026 budget in a conservative fashion/Stable staffing

2. CCE updates – IT (website, Salesforce), Finance (Salesforce and Accumata integration, NYS budget, Grants Gateway and audits)

a. New Website rollout, Salesforce manage data assets, charge for software will be adjusting over time to create buffer for new charges – Cornell no longer giving free provisions due to their fiscal position

b. NYS Budget – asking for level funding

c. Federal – Same

ii. Grants and Contracts Update

1. SNAP-ED (ending 9/30/25) and 21st Century (funded until 6/30/26) expected to close after

2. New and pending applications

a. NYSEDA workforce – expecting a yes, but still waiting

b. 2026 budget draft to be presented in November/finalize in January

d. **Board member terms**

i. David 2nd term ends 12/25 (will open one spot)

ii. Amos, Cathy, Irene, Willie 1st term end 12/25. (these will need to be voted on for 2nd term at Annual Meeting)

iii. Nominating Committee and meeting dates

1. Function of the board – find people

2. Can reach out to those nominated from last year

3. Vote to notify Willie that we are not renewing his term

4. Nominating committee meeting – 2 board, 1 community member, 1 staff meeting – October

VI. Reminders

a. Annual Meeting 11/8 8AM Pancake breakfast

b. Annual Reporting

VII. Adjourn 7:04 Motion to adjourn Amos Second Lawana

Cornell Cooperative Extension of Chemung County
Board Meeting
October 20, 2025
4-H Building at Chemung Co. Fairgrounds
170 Fairview Rd., Horseheads, NY
6:30 pm

UNAVAILABLE: Amos, Eric

In Attendance: Rodney, Cathy, Dave, Michelle, Katie, Laine, Irene, Lawana

- I. Call to Order
 - a. 6:35pm
- II. Approval of **Board Minutes** – Secretary, Lawana Morse
 - a. Approval with change of date September 15 to Sept 26
 - b. Motion: Irene 2nd: Dave
- III. Acceptance of the **Treasurer's Report** – Treasurer, David Boor
 - a. Approval of August 2025 finances
 - i. See email attachment of report
 - ii. Budget adjustments needed
 - iii. Approval Motion: Rodney 2nd:Irene
 - b. 2026 draft budget (enter into executive session)
 - i. Motion: Lawana 2nd: Irene (Michelle, Katie, Laine invited in) 6:50 in
 - ii. 7:45 out Motion: Irene 2nd: Dave
- IV. Old Business
 - a. 2023-4 Audit Update
 - i. No major issues
 - ii. Final findings expected mid November
 - b. NY Grants Gateway process of audit every year - this is not a have to - but a best practice - amount of paperwork to not have to go through the process is substantial and less likely as getting grants due to eligibility
 - c. Collection - letter to Katie and Gretchen for review then to be sent to County Attorney and to debtor
- V. New Business
 - a. **September 2025 Program Report** – see the shared report
 - b. **Director's Report** – see the shared report, Michelle Podolec -
 - i. Administrative
 - ii. Grants and Contracts Update
 1. SNAP-ED (ending 9/30/25)
 - a. Last check expected this week
 2. Applying for Tioga Downs
 - a. Jackie and Sasha applying

- VI. Reminders
 - a. Annual Meeting - November 8 @ 8AM
 - b. Annual Reporting - in the season
- VII. Adjourn
 - a. Motion Irene 2nd Rodney 7:56PM Adjourned

**Cornell Cooperative Extension of Chemung County
Board Meeting
November 17, 2025
4-H Building at Chemung Co. Fairgrounds
170 Fairview Rd., Horseheads, NY
6:30 pm**

Present: Cathy, Lawana, Rodney, Eric, Dave, Laine, Michelle, Tim (Zoom)

Unavailable: Amos, Irene, Willie

- I. Call to order: 6:34pm by Cathy
- II. Approval of October Minutes
Motion – Eric
2nd – Rodney
Approved
- III. Acceptance of Treasurer’s Report through September as presented by Dave
Note: the cash assets balance of \$264,000 compared to \$77,000 in 2024 is due to Katie’s hard work at getting the receivables collected in a timely fashion
Motion – Cathy
2nd – Eric
Approved
 - a. 2025 Audit – great review findings – continue future discussion to move to every year audit for grant requirements
Motion – Eric
2nd – Dave
Approved
 - b. Draft 2026 Budget – Level funding ask was included in the county budget, now just need to wait for that to pass the full legislature in December to finalize 2026 budget – see director’s report for further information on the budget – note: NYSERDA Energy Warrior Program will be available for 2026 with potential start date of May 1st.
- IV. Old Business – None

V. New Business

- a. November program report available
- b. Annual Meeting recap
 - i. Rodney would like to find ways to increase attendance as so much work is put into the program displays by the staff
 - ii. Thoughts for 2026 to include a video montage of the event to publicize
- c. Tioga Downs Foundation Application Submitted – focusing on young farmer/new farmer grants – asked \$30,000
- d. FLX Gives
 - i. concluded with just over \$1000 in donations
 - ii. donations will still come in for a bit
 - iii. Cathy would like to explore ways to increase the “gift” funding available through the program
 - iv. Michelle looking to find ways to manage donor lists and to increase thanks/communication
 - v. Tractor Supply Clover program currently happening – push to community
- e. 2026 Staff holiday calendar finalized
 - Motion: Rodney
 - 2nd: Eric
 - Approved

VI. Update from Tim

- a. BR Agreement
- b. Cyber Insurance Mandate for associations (we are covered)
- c. State team looking to identify counties that want board training for new members, specific roles, or anything else such as board role in running camps, doing agreements, etc. (Discuss at January organizational meeting as we will be filling open roles)

VII. Reminders

- a. Annual Reporting from staff will be to Michelle by November 30 and she will have it finalized for state CCE Dashboard by December 15
- b. No December Meeting
- c. January 19th – Organizational meeting – this will be a longer meeting to fill positions
- d. Adjourn 7:08pm (Eric Motion/Dave 2nd)

**Cornell Cooperative Extension of Chemung County
Board Meeting
December 15, 2025
4-H Building at Chemung Co. Fairgrounds
170 Fairview Rd., Horseheads, NY
6:00 pm**

Present: Amos, Cathy, Lawana, Dave, Eric, Irene, Michelle, Laine, Katie

Unavailable: Rodney

I. Call to order: 5:52 pm by Amos

II. Budget Review for Approval

- \$1,681,361 budget
- Highest lines items: salary and fringe benefit
- 3.1% COA for all staff 1yr +
- Min wage increase as of Jan 1
- Ag budget line has not been increased in years so being creative on fill the needs

Motion to approve: Irene 2nd: Eric

III. Updates:

- Received Tioga Grant
- Bad debt review - certified 10 day letter sent - undeliverable
 - i. Amount of debt approx. \$1100
 - ii. Discussed next step
 1. File police complaint and the let the process take its course
 2. Write off check A/R on books
 3. Move to January Meeting

Adjourn: 6:18 pm