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DRAFT

Cornell Cooperative Extension of Delaware County

Board of Directors Meeting Minutes

Monday, August 3, 2026

6:00 – 8:30 PM

Cooperative Extension Office, Hamden, NY

Board Member Attendance:

Count	Name	Position	Term	Expiration
1	Rebecca Walley	At Large/Board President	1	2026-2028
2	Jill Coleman	4-H Rep/Board V.P.	1	2024-2026
3	Kirstie Mattson	4-H Rep/Board Secretary	1	2026-2028
4	Cathy Popp McKenna	HE Rep	1	2025-2027
Absent	Christina Losie	HE Rep	1	2024-2026
Absent	Damian Hill	Ag Rep	1	2025-2027
5	Donald Smith	Board of Supervisors Rep	Appointed	-
Absent	Jason Mondore	At Large	1	2024-2026
6	Kendra Wiggans	At Large/Board Treasurer	1	2026-2028
7	Kirk Fletcher	Ag Rep	2	2021-2026
Absent	Madeline Chapin	At Large	1 year fill in	2026
8	Beth Howland	At Large	1	2026-2028
9	Kim Moody	At Large	2 year fill in	2026-2027
10	Tim Kelso	At Large	2 year fill in	2026-2027
Zoom	Patricia Claiborne	State Extension Specialist	-	-

Other Attendees: Emily Roach, Executive Director; Charles Engel, Finance Manager; Jacquelyn VanLoan, Association Administrator/HR; Paul Cerosaletti, Ag Team Leader; Ashley Silano-Moore, 4-H Team Leader; Dove Karn, Human Ecology Team Leader; Meg Potter, PFM Team Leader.

I. Call to Order (6:10 pm)

II. Welcome & Introductions

III. Public Comment – none

IV. Executive Director's Report – Emily Roach
   - Emily summarized her report – included in BOD packets.

V. President's Report – Becky Walley

Cornell Cooperative Extension is an employer and educator recognized for providing equal program and employment opportunities in accordance with applicable laws.

- Becky reported that she worked with the Personnel Committee on the Remote Work Policy, there was no quorum, so was not forwarded to the BOD. Looking at having it for the September meeting.
- Becky suggested that we go to the President of SUNY Delhi for work on the 4-H Camp bathhouse.

VI. Finance Manager Report – Charles Engel – this was moved down in agenda.

VII. Reports and Updates:

- Supervisor's Report: Donald Smith
    - Don reported work as usual, the lawsuit between the County and Decker Advertising is continuing.
    - Office for the Aging hiccup but is back on track, the County has taken over the senior meals.
    - They are gearing up for budgets.
- State Extension Specialist: Pat Claiborne
    - Pat said ELC registration is now available; Emily can sign up and Board President is invited to attend.
    - Gender based policy is available and needs to be adopted by Board.
    - She is happy that Emily will be attending the Harold Craft Conference at Cornell.
    - Nominating committee: she said we need the Association to focus on recruiting new PAC and BOD members.
    - Open Meetings Law refresher is scheduled for August 25 at 6:00 pm via zoom, executive directors and a board representative should attend.
    - HR Policy handbook continues to be reviewed.
    - Regarding AI, there is a video available for review.
- Program Advisory Committee Reports:
    i. 4-H – attached
    ii. Ag – attached
    iii. HE – attached
- Ag Team Presentation – Paul Cerosaletti, Ag Team Leader
    - Paul presented on CIG – Precision Manure Management

VIII. Approval of Executive Committee Minutes 6/15/2026
Vote: to Approve Executive Committee Minutes 6/15/2026
Motioned by: Kendra Wiggins
Second: Kirstie Mattson
Motion Carried: motion was passed unanimously

IX. Approval of April's Financial Statement

Charlie is working on the budget review to be presented at the September Board of Directors meeting. The Finance Committee recommended April and May Financials be brought to the Board for approval.

Becky stated that Charlie noted Grants/Contracts were lower than previous year. She said they would sort out the insurance; as funds were placed on the wrong line.

Charlie invited the Board of Directors to September 9, 2026, Finance Committee meeting at 5:30 pm to discuss the budget review.

Vote: approve the April Financial Statement

Motioned by: Beth Howland

Second: Kendra Wiggins

Motion Carried: motion was passed unanimously

X. Approval of May's Financial Statement
Vote: Approve the May Financial Statement
Motioned by: Kirstie Mattson
Second: Jill Coleman
Motion Carried: motion was passed unanimously

XI. Old Business:

- Review cell phone plan options and approve one plan for Executive Director use. Discussion to allow educators, and above, the option of a work provided cell phone to conduct CCE business.
  Vote: Table until September BOD meeting, we need to have a number of phones that would be potentially to our account.
- Board members will need to return signed Code of Ethics/Conflict of Interest Forms. **Jake needs to send out via email to the members that have not signed them.

XII. New Business

- Approval of Form Code 508 – Remote Work
  Board could not vote on this due to no quorum at the Personnel Committee meeting held tonight (8/3/2026)
- Approval of Remote Work Agreement
  Board could not vote on this due to no quorum at the Personnel Committee meeting held tonight (8/3/2026)
- Approval of MOA with Watershed Agricultural Council – Lennox Model Forest.
  Vote: Approve MOA with WAC – Lennox Model Forest
  Motioned by: Kim Moody
  Second: Kirk Fletcher
  Motion Carried: 9 in favor, 1 Abstain Kirstie Mattson

XIII. Executive Session

Motion to move into Executive Session to discuss current litigation. Charlie invited to stay.
Motioned by: Kendra Wiggins
Second: Kirstie Mattson
Motion Carried: motion was passed unanimously

Motion to come out of Executive Session
Motion By: Kirk Fletcher
Second: Kirstie Mattson
Motion Carried: motion was passed unanimously

Becky asked Emily to give an update for 4-H Camp:
Emily said that there was a bat at camp in a day camp cabin, the bat was caught, and sent for testing, it did test positive for rabies. A counselor is now going through rabies shot series. Camp staff found a small hole on outside of cabin and plugged it. No one else was exposed.

Kendra wanted to compliment Ashley and Kate for responding to a parent in a professional manner.

Motion to Adjourn
Vote: To Adjourn the meeting
Motioned by: Donald Smith
Second: Kirstie Matson
Discussion: none
Motion Carried: motion was passed unanimously

Meeting ended at 7:30 pm

Next meeting scheduled for Tuesday, September 15, 2026

Future Board Meeting Dates: TBA