

Finance & Human Resource Committee Meeting Minutes

Thursday, September 17, 2026, 4:00 PM

Cobleskill Extension Center, Cooperstown Education Center & Zoom Virtual Meeting

ACTION ITEMS:

- Recommend the Board approval of the Association Financial Reports through August 2026

1. **Call to Order** – Tom Pullyblank called the meeting to order at 4:02 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 August 31, 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.
 - Interest income is lower than anticipated because actual cash-on-hand came later in the year.
 - All non-current accounts receivable at end of month have subsequently been paid.
 - A motion was made by Alicia Terry, seconded by Betsy Jensen to present to the board and recommend the approval of the Otsego August 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.
 - CCESO plans to dispose of our van as it is unsafe and unrepairable due to undercarriage rust.
 - Utilities are similar to last year probably offset due to prior year overcharge refunds.
 - A motion was made by Shelby MacLeish, seconded by Carol Phelps to present to the board and recommend the approval of the Schoharie August 2026 Financial Statements; motion carried unanimously.
4. **Funding:**
 - a. Both proposed county budgets have been submitted for review this month.
 - b. We were given notice that the NYSERDA grant has been renewed; awaiting final contracts. As a last minute existing contract spenddown, our team is getting an electric/hybrid car for their travels!
 - c. The SNAP Ed program terminates September 30.
 - d. The annual RHND grant funded through Bassett ends as of September 30.
 - e. We were not awarded the next round of Ag & Markets Farm to School program funding. We have requested a budget modification to extend our existing grant (by reducing the staff position to part-time) through the end of the 2026-2027 school year to help accomplish our program goals.
5. The draft 2027 budget is being finalized for review at our next committee meeting for presentation at the November Board meeting.

6. Human Resources:

- a. KD resigned from the Ag position as of September 14. For the next few months KD will continue to work a limited number of part-time hours to transition programming in coordination with Liz and other staff.
- b. MG is now working fewer hours per week for the FTS program and will dedicate remaining hours to the Ag program, thus keeping her at full-time status and maintaining Ag programming functions.
- c. MF is being placed on layoff as of September 30 (SNAP Ed), all are welcome to attend a farewell lunch at the Cobleskill Extension Center on Monday, September 20, 2026 at 11:30 am.

Adjournment: Meeting adjourned at 4:28 PM.