

**Cornell Cooperative Extension of Steuben County
Board of Directors Meeting Minutes
August 27, 2026**

The August 27, 2026 meeting of the Cornell Cooperative Extension of Steuben County Board of Directors was called to order by President Jason Jordan at 4:30 p.m.

Members Present

Bill Joint, Jason Jordan, Hilda Lando, Chuck Susick, Penny Kephart, Walter Konopski, and Fred Potter

Members Absent

Lisa Zawrotny and Kyle Lowery

Staff Present

Tess McKinley and Robert W. Shirley, III

Approval of Notetaker

Robert W. Shirley, III was appointed as notetaker.

Approval of the July 27, 2026 Board Meeting Minutes

Hilda Lando made a motion to approve the July 27, 2026 Board meeting minutes. The motion was seconded by Penny Kephart and carried. Fred Potter abstained, as he was not present at the meeting.

Public Comment Period

There was no public comment.

Reports

Financial Report

Robert Shirley presented the financial statements for the month ending June 30, 2026.

He explained that this was an important report to review, as it represented the halfway point of the year. He noted that the association had an \$85,000 surplus compared to a \$71,000 surplus at this point last year and reminded the Board that the association ended last year with a \$24,000 surplus.

He also noted that the balance sheet was once again showing more than \$1 million in designated funds, which had not been seen since this time last year.

Motion to Approve Financial Report: Fred Potter

Second: Bill Joint

Motion carried unanimously.

Agriculture and Natural Resources Committee

The committee has not met since the last Board meeting. Chuck Susick highlighted an upcoming mushroom cultivation class and an upcoming tree planting class to be taught by Susan Walker and the Master Gardeners at Beth Honadle's property in Caton.

He noted that the committee needs to meet one more time in 2026 to satisfy the required four meetings.

Community Health and Well-Being Committee

The committee has not met since the last Board meeting. The committee has already satisfied the requirement of four meetings for 2026.

4-H Youth Development Committee

The committee has not met since the last Board meeting. Tess shared the 2026 project numbers from the 4-H Showcase with the Board and noted that they represented a dramatic increase from 2024 to 2026.

Report from the Executive Director

1. Edith Saxton Grants

Tess applied for two Edith Saxton grants: one for AITC and one for the 4-H Showcase.

2. Canisteo Community Garden Project

Tess reported that the Canisteo Community Garden Project turned out very well. She said she was impressed by how beautiful the garden was when she visited the previous week.

3. CCE-Chemung Shared Leadership

Tess reported that the shared leadership arrangements with CCE-Chemung have been going well. She noted that the CCE-Chemung staff were very kind and welcoming to her and Robert.

Tess is learning about new programs, including NYSERDA Energy Warriors, which she would like to bring to CCE-Steuben.

CCE administration and Tess are currently conducting an Organizational Health Check, with surveys due September 1.

Old Business

None.

New Business

1. Annual Meeting

The CCE-Steuben Annual Meeting will be held on November 6 at the Bath Country Club. A silent auction will be held instead of a live auction in order to move the event along more quickly.

Tess asked the Board to consider the possibility of combining the Annual Meeting with the 4-H Achievement Night, which is held in October. This is an idea she would like to explore for next year and wanted to introduce it to the Board for consideration.

2. Public Law Seminar

Tess and a few Board members attended the Public Law seminar. Tess reported that she learned a great deal about Public Law.

She stated that the association is in good shape but would like to have several matters clarified through Paul O'Connor, who will consult with the appropriate consultants.

3. Nominating Committee

Tess explained that the association needs to form a Nominating Committee to identify replacements for Board and program committee members whose terms are expiring.

Tess informed the Board that Beth Honadle and Jami Long had expressed interest in serving on the committee.

Hilda Lando made a motion to appoint Beth Honadle and Jami Long as members of the Nominating Committee.

Second: Chuck Susick

Motion carried unanimously.

Other Business, Comments, Concerns, or Questions

None.

Next Meeting

The next Board meeting is scheduled for September 24, 2026.

Adjournment

Chuck Susick made a motion to adjourn the meeting at 5:51 p.m. The motion was seconded by Fred Potter and carried unanimously.

Respectfully submitted,
Robert W. Shirley, III
Notetaker