

## **Executive Committee Meeting**

**August 10, 2026**

### **MINUTES**

**Present:** Carolyn Anderson, Christine Saplin, Ann Potts, Lisa Godlewski, Anthony Zumbolo

I. **CALL TO ORDER** -By President Carolyn Anderson @ 10:02am

II. **Approval of Minutes:**

- Board of Directors - May 27, 2026

**MOTION: Motion by Ann Potts to approve Board of Directors- May 27, 2026 Minutes as presented, seconded by Christine Saplin. Approved unanimously.**

III. **Review and Approval of Financials – March, April, and May 2026**

Association continues to be in a good financial position. No big changes. Cash/AR both impacted positively vs. prior year. More timely collections through May. Investments continue to do well. Revenue and Expenses have slight adjustments due to timing and uncertainty at time of budget development. Overall, everything is in line.

**MOTION: Motion by Christine Saplin to approve March, April and May 2026 Financial Statements as presented, pending audit, seconded by Ann Potts. Approved unanimously.**

IV. **Executive Director Updates**

- 2027 county budget was submitted and conversations with county have been positive.
- SNAP-Ed –Contract ending 9/30/26. Currently working with the county on alternative funding options. Board members asked about Workers Comp and unemployment ramifications.
- IRS Mileage rate has increased to \$0.76/per mile.
- Healthy Homes – will be featured in the Extension Admin website . Intern from School of Public Health worked on some data evaluation of the program for us.
- Shared Business Network – CCE Albany will continue in Lead role under new contract cycle. Working on budget and no significant changes planned.

**V. New Business**

- **Policy 405: Gender-Based Violence and the Workplace**

*New policy requirement for NYS grant applications. Drafted and reviewed by legal and meets all requirements.*

**MOTION: Motion by Ann Potts to approve association Policy 405: Gender-Based Violence and the Workplace as presented, seconded by Christine Saplin. Approved unanimously.**

- **Educational Kiosks – NYSERDA Clean Energy Project**

CCE Albany is part of Capital Region Clean Energy HUB – 4 Yr contract ending and with the additional funds would like to purchase an educational kiosk to accompany the 2 EV Stations that are graciously bring provided by Albany County as part of their Green Program. The quote includes design, purchase and delivery of the kiosk.

**MOTION: Motion by Christine Saplin to approve quote for design and delivery of educational kiosk for a total of \$16,350.00 as presented from terrabilt, seconded by Ann Potts. Approved unanimously.**

**VI. Old Business**

Carolyn Anderson asked to discuss motions made at the prior meeting regarding the Executive Directors salary adjustment. She indicated that she preferred to make adjustment retroactive to 1/1/2026 vs 6/1/2026 but felt the conversation did not explain fully. Original motion by Ann Potts seconded by Ellen Doolin to increase Lead ED compensation by 8.343% on 6/1/26. Carolyn Anderson consulted Paul O'Connor (SES), Executive Committee, and Ellen Doolin all prior to this meeting and all agreed to this retroactive salary adjustment to 1/1/2026.

**MOTION: Motion by Ann Potts to approve amending the date of the Executive Director's compensation adjustment to be in effect retroactively to 1/1/2026, seconded by Christine Saplin. Approved unanimously.**

**VII. Adjourn**

**MOTION: Motion to adjourn by Christine Saplin, seconded by Ann Potts. Approved unanimously. Adjourned 10:30am.**