Cornell Cooperative Extension of Steuben County
Board of Directors Meeting Minutes
September 24, 2026

The September 24, 2026 meeting of the Cornell Cooperative Extension of Steuben County Board of Directors was called to order by President Jason Jordan at 4:31 p.m.

Members Present
Bill Joint, Jason Jordan, Hilda Lando, Chuck Susick, Penny Kephart, Fred Potter, and Paul O'Connor

Members Absent
Lisa Zawrotny, Kyle Lowery, and Walter Konopski

Staff Present
Tess McKinley and Robert W. Shirley, III

Approval of Notetaker
Robert W. Shirley, III was appointed as notetaker.

Approval of the August 27, 2026 Board Meeting Minutes
Hilda Lando made a motion to approve the August 27, 2026 Board meeting minutes. The motion was seconded by Chuck Susick. Motion carried unanimously.

Public Comment Period
There was no public comment.

Reports

State Extension Specialist – Jason Jordan reported that he is in contact with Paul O'Connor at least once a month. The Executive Leadership Conference that includes both Executive Director's and Board Presidents starts this coming Monday. Jason and Tess both will be attending. One of the main topics of the conference is how does CCE remain sustainable and have the capacity to do so.

Jason Jordan attended the on-line Open Meetings Law trainings and learned a tremendous amount. The main question from the training is whether program committees have to follow open meetings law. CCE administration is following up with consultants about these questions.

Nominating committees are being formed this time of year across the CCE system in order to elect board members at annual meetings.

County Budgets are being prepared and submitted at this time of year across the CCE system.

Financial Report

Robert Shirley presented the financial statements for the month ending July 31, 2026.

He explained that this is the 2nd month of the third quarter, and we expect to show a deficit and that we are doing better than this time last year.

Motion to Approve Financial Report: Fred Potter
Second: Bill Joint
Motion carried unanimously.

Bill Joint explained that the finance committee met just before this board meeting and the committee discussed how to invest 200K in order to be below the 250K FDIC threshold that banks have to insure your money. The board agreed with the Finance committee's recommendation that we transfer 200K to Charles Schwab and have that money dollar cost averaged into the market to avoid buying at the wrong time. This would be approximately 16.7K per month. Charles Schwab automates this process. Hilda Lando made a motion to approve the transfer of 200K to Charles Schwab to be dollar cost averaged into the market. Chuck Susick seconded the motion. Motion carried unanimously.

Agriculture and Natural Resources Committee

The committee met on October 13th. Chuck Susick highlighted the following:

- Canisteo Garden is beautiful and bountiful and has been a very successful project.
- There will be a tree workshop on the 1st and 2nd of October.
- The Youth Master Gardener Program began in September 2026.
- Farm Trail Day is on October 10th. There are 10 farms participating this year.

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. Penny shared the following with the board.

- AITC is off to a strong start.
- Discovery Camp was successful.
- Shooting Sports is working on trainings in Orange County
- Josh Place went to the national dairy expo in Wisconsin.
- Activities that are coming up are very diverse and there is something for everyone.
- Achievement Night is October 17 at the Howard Community Center.

Report from the Executive Director

Everything has been reported in the bi-weekly e-mail that Tess sends to the board.

Strategic Planning Committee will be meeting on October 21, 2026.

CCE-Chemung wants to continue the shared leadership arrangement through 2027.

Old Business

Nominating Committee is meeting this month and all vacancies will be ready for approval at the next board meeting.

The dissolution of the Community Health and Well-Being Committee dissolution needs a change to the constitution and be voted on at the annual meeting.

Tess is going to send out a poll for the board in order to find a time to tour Green Meadows Farms.

Tess wanted the board to be aware that the Finger Lakes SBN has been approached to have a county join the SBN. The details are still being worked out but it would reduce the cost share for each county in the SBN.

New Business

Other Business, Comments, Concerns, or Questions

None.

Next Meeting

The next Board meeting is scheduled for October 29, 2026.

Adjournment

Chuck Susick made a motion to adjourn the meeting at 6:41 p.m. The motion was seconded by Fred Potter and carried unanimously.

Respectfully submitted,
Robert W. Shirley, III
Notetaker