



Mission: To sustain and support our community through collaborations that put experience and research to work.

Vision: Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

**Cornell Cooperative Extension of Schuyler County
BOARD OF DIRECTORS ORGANIZATIONAL MEETING**

Tuesday, February 10, 2026

Shared Services Building | 910 S. Decatur Street
Watkins Glen, NY 14891

ATTENDEES: Gail Walker, James Nolan, Janilyn Elias, Jill Kasprzyk, Larry Jaynes, Mark McCullouch, Nigar Hale, Paul Bartow, Riqui Hess, Tim Davis (ex-officio), Willie Hayes

STAFF: Mel Schroeder, Virginia Montopoli

Call to Order

Meeting called to order by Paul Bartow at 5:02 p.m.

Public Comment

None

Welcome and Introductions

Welcome Tim Davis, Cornell Cooperative Extension State Extension Specialist (replaces Adam Hughes) and Gail Walker, County Legislative Representative (replaces Michael Lausell).

CCESC Board Resources and Member Documents

The CCESC Board Roster was included in the meeting packet. Board members were asked to review their contact information for accuracy as well as their years of service ending 2026.

Code of Ethics and Conflict of Interest

Board members received a copy of CCESC Code of Ethics and CCESC Conflict of Interest form to be completed and returned to Virginia Montopoli. These forms are a requirement and are updated yearly.

2026 Election of Board Officers

- **Motion** to approve Paul Bartow for President made by Larry Jaynes; second Nigar Hale. **Motion unanimously approved.**
- **Motion** to approve Jill Kasprzyk for Vice-President made by Larry Jaynes; second Nigar Hale. **Motion unanimously approved.**
- **Motion** to approve Willie Hayes for Treasurer made by Riqui Hess; second Nigar Hale. **Motion unanimously approved.**
- **Motion** to approve Janilyn Elias for Secretary made by Larry Jaynes; second Nigar Hale. **Motion unanimously approved.**

2026 Committee Assignment/Appointments

- Finance Committee: Janilyn Elias, Jill Kasprzyk, Paul Bartow, Willie Hayes
- Executive Committee: Janilyn Elias, Jill Kasprzyk, Nigar Hale, Paul Bartow, Willie Hayes
- Governance Committee: Gail Walker, Janilyn Elias, Jill Kasprzyk, Paul Bartow
- Nominating Committee: Liz Stamp, Mark McCullouch, Paul Bursic, Sarah Agan, Elizabeth Waite, Mike Kelley
- Assistant to the Treasurer: Susan Neal
- Recording Secretary: Virginia Montopoli

Motion to approve the 2026 slate of Committee Assignments/Appointments made by Riqui Hess; second Willie Hayes. **Motion unanimously approved.**

Approvals and Authorizations

- Approval of December 16, 2025, Board meeting minutes
Motion to approve minutes from December 16, 2025, meeting made by Willie Hayes; second Larry Jaynes. **Motion unanimously approved.**
- 2026 Operating Guidelines
- 2026 Fiscal Authorizations
- 2026 Board Meeting Schedule
- 2026 Staff Holidays
- Newspaper of Record
- AR and BR Agreement

Motion to approve the 2026 slate of Approvals and Authorizations made by Riqui Hess; second Willie Hayes. **Motion unanimously approved.**

Proposed CCESC Board of Director Meeting Dates

Motion to approve the 2026 proposed CCESC Board meeting dates made by Riqui Hess; second Willie Hayes. **Motion unanimously approved.**

Executive Director Update (Mel Schroeder)

- Mel attended the Executive Leadership Conference in Albany, she advocated to have CCESC money reinstated instead of having less money, particularly after losing SNAP-Ed. The hope is that this will happen as CCESC is counting on the same level of funds coming for 224 as last year for this year.
- Brett Chedzoy had a contract that came through back in 2025 when he was working on the climate smart commodities grant with farmers that was pulled back. That funding was restored but official notification has not been received yet. This will help the budget if we do not receive the full award of 224 funding.
- Brett Chedzoy was chosen as Educator of the Year by the New York Beef Association.
- Communications: Because of the many Facebook changes as well as people not using it to find out what's going on, we have gone back to a monthly paper newsletter. The newsletter will be distributed in strategic places in the community and will also be online.
- Annual Report: The hope is to have a final copy ready to send to Copy Express in Elmira Friday.
- Garden: We are collaborating with various individuals at Cornell who have a real eye for design and are interested in a project around a sensory garden. Ryan Staychock was awarded grant for CCESC for the garden compost bins to be rebuilt and designed; we have black locusts lumber stored in Brett Chedzoy's barn and the bins will get built in the spring.

Mark McCullouch asked if CCEESC will be tabling at the Equine Conference on Saturday.

Action Item: Mel will check with Shawn Tubridy.

Updates from appointed Board Members

County legislative representatives (Larry Jaynes and Gail Walker)

Sales tax numbers look pretty good. We started out very good this year, like we did last year, but then there was a big dip. The weather in February and March is a factor, and good weather should bring it back up.

New Business and Announcements

Paul Bartow shared that he may be appointed the new President of the Schuyler County Historical Society. If this happens, he would like to rekindle the idea of an “agriculture across time” lecture series to the community. This would be an opportunity to bring other topics through extension.

CCE Statewide Training (Tim Davis)

Three board training sessions are scheduled:

- President and Vice-President: Thursday, March 5
- Board Treasurer: Tuesday, April 21
- Nominating Committee Chair: Tuesday, May 5

All sessions will be via Zoom, beginning at 6:00 p.m. and will be recorded. Board Presidents and Treasurers will receive a direct invitation to register for the trainings.

Taste of NY: Mark McCullouch reported that Taste of New York had a great turnout, the Governor was in attendance.

Camp: Mel shared that last Friday camp registration opened, it's off to a good start with 44 registrations. Bruce Condie will be returning to camp.

Adjourn

Motion to adjourn at 6:26 p.m. made by Mark McCullouch; second Larry Jaynes. **Motion unanimously approved**

Next Meeting

5:00 p.m. on Tuesday, March 10th at the Shared Services Building, 910 S. Decatur Street, Watkins Glen, NY.

Submitted by Virginia Montopoli on February 13, 2026



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**Cornell Cooperative Extension of Schuyler County
Board of Directors Organizational Meeting
Tuesday, February 10, 2026**

Shared Services Building – 910 S. Decatur Street, Watkins Glen, NY 14891

- I. **4:50:** Arrival and Snacks
- II. **5:00:** Welcome & Introductions
- III. **5:10:** Public Comment
- IV. **5:15:** Board Resources & Orientation
 - a. Board Roster
 - b. Code of Ethics and Conflict of Interest
- V. **5:20:** Election of Officers
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
- VI. **5:25:** Approvals and Authorizations – Board President
 - a. Approval of December Board meeting minutes
 - b. 2026 Operating Guidelines
 - c. 2026 Fiscal Authorizations
 - d. 2026 Board Meeting Schedule
 - e. 2026 Staff Holidays
 - f. Newspaper of Record
 - g. AR and BR Agreement
- VII. **5:40:** Appointments – Board President
 - a. Finance Committee
 - b. Executive Committee
 - c. Nominating Committee
 - d. Garden and Horticulture Program Advisory Committee
- VIII. **5:50:** Executive Director Update

- IX. **5:55:** Updates from appointed Board Members
 - a. County legislative representative – Carl Blowers
 - b. County legislative representative – Gail Walker
- X. **6:00:** New Business and Announcements
- XI. Adjourn – Board President

Proposed Cornell Cooperative Extension Board of Director Meeting Dates

Tuesday, March 10

Tuesday, May 12

Tuesday, June 9

Tuesday, July 14 – Hidden Valley 4-H Camp

Tuesday, September 15

Tuesday, November 10 – CCE Annual Meeting

Tuesday, December 8

Cornell Cooperative Extension

Helping New York State families, communities, and businesses thrive in a rapidly changing world.



What Is Cornell Cooperative Extension?

Cornell Cooperative Extension (CCE) is a statewide educational network that connects Cornell University's research and expertise with communities across New York State. Through a partnership among federal, state, and county governments, CCE delivers practical, research-based education that helps individuals, families, farms, and businesses address real-world challenges and strengthen agriculture, environmental stewardship, youth development, nutrition, and community vitality.

CCE employs more than 1,500 staff across 57 county offices, as well as a team of 92 regional agriculture and food system professionals employed directly by Cornell's College of Agriculture and Life Sciences, and an urban extension team connected directly to the College of Human Ecology working in all five boroughs of New York City.

A Shared Partnership

Each partner in the Cooperative Extension system plays a vital role:



Federal Government: Through the USDA's National Institute for Food and Agriculture (NIFA), the federal government supports core research conducted by Cornell faculty and Extension associates, in addition to system-wide administration.



New York State: The state matches county appropriations for local CCE associations at a rate of \$0.50 per county dollar up to \$100,000, and \$0.05 per dollar above that threshold. In recent years, this support has totaled approximately \$7.1 million statewide. The state also provides most fringe benefits for CCE employees and direct support to Cornell's College of Agriculture and Life Sciences and College of Human Ecology.



County Governments: Authorized under County Law 224, counties appropriate funding to local CCE associations. In 2025, county contributions totaled \$33.3 million statewide. County funding provides essential core support that allows local associations to leverage additional funding from grants, fees, and partnerships.



Volunteers: Each year, approximately 24,000 New Yorkers volunteer as board and committee members, 4-H club leaders, Master Gardeners, and in many other roles.

Learn more at cce.cornell.edu

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How Does Cornell Cooperative Extension Work?

While Cooperative Extension is a national system, New York's model is unique. County Law 224 authorizes local citizens to form county or regional CCE associations, which operate as subordinate governmental agencies under a structure approved by Cornell University, acting as the state's agent.

The purpose of these associations is to extend the programs of Cornell's colleges to the people of New York State and to ensure that university research addresses critical local issues. Locally elected boards of directors set program priorities, hire staff, and assume fiduciary responsibility for their associations under the general oversight of Cornell University.

What Does Cornell Cooperative Extension Do?



Cornell Cooperative Extension puts knowledge to work in pursuit of economic vitality, ecological sustainability and social well-being. We bring local experience and research-based solutions together, helping New York state families and communities thrive in our rapidly changing world.

Learn more at cce.cornell.edu



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OPERATING GUIDELINES OF CORNELL COOPERATIVE EXTENSION SCHUYLER COUNTY 2026

In accordance with Article XII of the Constitution of Cornell Cooperative Extension of Schuyler County, the following Operating Guidelines shall serve to guide the work of the Board of Directors in their role as the Governing Body of the Association. These guidelines are intended to summarize general operating procedures and may be amended or adjusted at any time by consensus of the Board of Directors. These Guidelines are valid only to the extent that they do not conflict with the Constitution.

1. Meetings

- a. **Frequency:** The Board of Cornell Cooperative Extension of Schuyler County is required to meet at least 5 times a year.
- b. **Locations:** Meetings are held at The Shared Services Facility, 910 S. Decatur Street, Watkins Glen, NY 14891. Our July or August Board meeting is usually scheduled to take place at Hidden Valley 4-H Camp.
- c. **Meeting Dates and Times:** These will be posted at the Association, on the CCE Association website and sent to the newspaper of record, as determined annually at the Organizational Meeting.
- d. **Agenda:** Board Meetings shall follow an agenda, which is prepared in advance of the meeting by the Board President and Executive Director. Agenda items will typically include:
 - i. Approval/Edits to Agenda
 - ii. Review of minutes of the previous meeting
 - iii. Financial reports (*as per F.O.R.M. Code 1002*)
 - iv. Public comments*
 - v. Committee Reports
 - vi. Program Reports – staff or regional ag team members.
 - vii. Old Business
 - viii. New Business
 - ix. Informational Reports
- e. **Quorum:** A quorum is half the membership of the Board +1. Non-voting Board members shall not count towards the quorum. (i.e., State Extension Specialist).

2. Organizational Meetings

- a. The first meeting of the calendar year to be held prior to the end of February will be deemed the “annual organizational meeting.”
- b. The previous year’s Board President will open the meeting and preside until the election of officers takes place, at which time the newly elected Board President will preside.

- c. Agenda items for the Annual Organizational Meeting will include a set of annual resolutions, which may include the following:
 - i. Fiscal Authorizations
 - ii. Other Authorizations
 - iii. Approval of the Affirmative Action Diversity Inclusion Plan
 - iv. Approval of Operating Guidelines
 - v. Approval of staff holidays
 - vi. Election of officers
 - vii. Program Advisory appointments.
 - viii. Designation of official newspaper of record

3. Annual Meeting

The Annual Meeting of the Association will be held in the last quarter of the calendar year and conducted pursuant to Article X of the Constitution. The Annual Meeting notice will be provided to the designated newspaper of record, posted on the CCE Schuyler website, shared with the current mailing list of the Association, and posted on the Association Social Media page as an event.

4. Board Committee Structure

Specific composition and duties of each Committee is detailed below. The Board President and Executive Director are ex-officio members of all committees unless otherwise stated, with attendance at their discretion. All Committee members will be appointed annually by the Board President. The terms are for the calendar year. The Board President shall designate annually a Board member to serve as liaison for each committee.

Like the Board, all committees are required to follow guidelines set forth by Open Meetings Law, to include proper public notification of meetings and documentation of meetings through minutes provided to the board for their review.

<https://www.dos.ny.gov/coog/openmeetlaw.html>

Public Comment:

Board members welcome comments and questions from the public. In order to conduct the business of the Board efficiently and orderly the Board has reserved the beginning of each Board or special meeting for public comment. During the public communications portion of the Board meeting the Board President will ask members of the public in attendance if they have suggestions, comments or questions. Those who wish to speak on any CCE related topic area may do so for up to three minutes. The Board chair will determine the length of time allotted for public comment.

Before entering Public Comment portion of the Board agenda, the Board Chair will share the following reminders with those in attendance:

- Require all speakers to address their remarks to the Board Chair.
- Review the time limit allotment, and remind all speakers to adhere to the limit provided.
- Remind the public that this is not a back and forth discussion. However, the Board Chair may provide factual information, if appropriate.
- Review the community agreements.

Treasurer

- a. In addition to duties described in the Constitution, the Treasurer, or their designee, will review, and approve bank, savings, and investment account reconciliations on a quarterly basis.

ELECTION OF BOARD OFFICERS

Qualifications: A candidate must be an active board member in good standing and willing to serve in the office for which they are nominated.

Process:

- a. The Board President will ask for nominations from the floor. If there are no nominations from the floor the president will ask for a vote on the slate as presented.
B a. If there are nominations from the floor the President will conduct the ballot of all board members present. Votes cast will be counted by the recording Secretary and Executive Director. A candidate must receive an affirmative vote of a majority of the total voting board membership. In the case of a tie, the President will appoint a candidate to serve in the office(s).

Standing Committees

The standing committees of the Board of Directors shall be established each year at the Organizational Meeting. Typically, the standing committees and function are:

- Executive Committee: comprised of the Officers of the Board and may also include Past Board President (if still on the board); may act on behalf of the board, if necessary.
- Finance Committee
- Others for our Association include Governance

Only current board members are eligible for membership on standing committees

Executive Committee:

Purpose: To assist in personnel matters and provide general oversight and policy recommendations to the Board of Directors on personnel and human resources.

Composition: The Executive Committee shall consist of the officers of the Board, plus at least one additional member of the Board.

Quorum: The committee will meet as required and at the call of the President. A quorum vote shall consist of a simple majority of the members. A "Yes" vote of the majority of the total members of the committee is required to pass a motion.

Duties and Limitations:

- a. Make recommendations on local human resources policies.
- b. Assist the Executive Director with personnel matters and provide guidance on interpretation of existing policy.
- C. Recommend new human resource policies to the Board of Directors.

Finance Committee:

Purpose: To provide general oversight and policy recommendations to the Board of Directors related to the financial operations and integrity of Cornell Cooperative Extension in Schuylar County. The scope of the committee includes oversight of matters

relating to operating budgets, financial reports, capitol planning, accounting, insurance, investment practices and internal controls.

Composition: The Finance Committee shall consist of the Board President as a voting member, the Treasurer and at least two additional members of the Board of Directors. The President may also appoint up to one additional person from the community who has experience in financial matters and who has previously served on the Board of Directors. The *Finance Manager* is a member of the Finance Committee and prepares the monthly reports for review, attends the meeting and is available to answer questions.

Quorum: The committee will meet monthly as financial statements are available and shall report to the Board of Directors. A quorum shall consist of three members, or a simple majority of the members, whichever is greater. A “Yes” vote of the majority of the total membership of the committee is required to pass a motion.

Duties and Limitations:

- a. Oversee and monitor financial planning, such as annual budgets or any special activities that may have a significant financial impact to the organization.
- b. Monitor that adequate funds are available for both annual and long-term plans.
- c. Anticipate financial problems or significant budget variations and notify the Board of Directors.
- d. Ensure that the Board receives accurate and complete financial information.
- e. Help the Board understand financial statements and the general fiscal situation.
- f. Make sure reporting guidelines are met.
- g. Manage the financial investments of the organization.
- h. Authorize the opening and closing of bank accounts, along with naming the authorized signers for such accounts.

The Board will continue to:

- a. Incur debt for the organization.
- b. Bind the organization under contract.
- c. Approve the annual budget.
- d. Approve transfers to and from all net asset accounts.
- e. Accept monthly financial statements.

Governance Committee:

Purpose: The committee will meet as needed to review governance documents, ensure compliance, along with reviewing existing and new human resource policies and procedures to make recommendations to the full Board.

Composition: The Governance Committee shall consist of at least three board members.

Quorum: A quorum shall consist of a simple majority of the members. A “Yes” vote of the majority of the total members of the committee is required to pass a motion.

Program Advisory Committees (PAC's)

As per the Constitution, program advisory committees must be established yearly and must be inclusive of all program areas being delivered within our Association. Their purpose is to ensure that the Association’s programs of research-based education are relevant and based on current community needs and issues; and that community

stakeholders are engaged in determining, implementing, and evaluating the programs that are conducted by the Association.

- a. The program advisory committees will review the Association's various program areas and provide observations and recommendations to the board to help them fulfill their responsibility of setting program priorities and evaluating the program portfolio.
- b. These committees will review current programs – including content, impact, reach, and fee structure, and suggest ways to improve them and broaden their reach.
- C. Members will also consider whether there are emerging community needs that our programs can and should try to meet.

Program Advisory Committees (PAC's) for Cornell Cooperative Extension of Schuyler County for 2026 include:

- a. Youth and Families
Hidden Valley 4-H Camp
- b. Agriculture and Natural Resources
- C. Garden and Horticulture

Composition of PAC's: Each committee will consist of at least five, but not more than ten regular members plus a Board member liaison. All committee members of each committee will be appointed annually by the Board President. Youth (under the age of 18) may be appointed by the Board President for one-year terms with full voting privileges on PAC's. Program Committees shall meet at least four times annually and share meeting minutes with the Executive Director. The PAC's will establish a meeting schedule annually in advance of the Organizational Meeting of the year, or as soon thereafter as possible.

Officers: Each committee shall have a Chairperson nominated by the committee. The 4-H, Youth and Families PAC may nominate a rotating youth chairperson to serve with an adult mentor.

Quorum: Quorum shall be a simple majority of the total membership of each committee. A "yes" vote of the majority of the total membership of the committee is required to pass a motion.

5. ELECTION OF DIRECTORS

Qualifications: A candidate must reside in Schuyler County and have skills and abilities that can further the mission of the Association. In considering candidates, consideration should be given to candidates' evidence of:

- a. Proven leadership
- b. Previous board experience
- C. Knowledge and experience in CCE activities
- d. Skillset including finance, legal, auditing, government affairs, public relations, community experience, and knowledge of the organizations.

6. Nominating Committee

The Nominating Committee is a committee of the Association, not a committee of the Board. Its purpose is to find, evaluate, and present to the Association a slate of Board members each year, as well as oversee the Annual Board Election during the Annual Meeting. The Board President of the Association shall annually appoint a committee of at least **five** people who represent the broad interests of County residents and the work

of the Association. A majority of the nominating committee must be non-Board members of the Association and the President will designate the Chair of the committee.

7. Ad Hoc Committees

Ad Hoc committees may be appointed by the President of the Association when the Board of Directors determines a need. The Board of Directors will define the purpose and scope of responsibility for committees that are formed. The President will appoint the members and the chairperson of the committee. A "Yes" vote of the majority of the total membership of the committee is required to pass a motion. All results of committee actions will be shared with the Board of Directors.

These committees may or may not be required to follow all elements of Open Meetings Law, depending on the composition and scope of decision making.

Ad hoc committees may be dissolved as outcomes are accomplished or circumstances for their creation have changed.

8. Removal from Committees

STANDARD CONDUCT - Every officer of the Board of Directors agrees to abide by the following standards of conduct: Cornell Cooperative Extension Schuyler County Board of Directors Code of Ethics.

POTENTIAL PENALTY - Any person who knowingly and intentionally violates any of the provisions within the Code of Ethics may be removed from the board and/or committee.

9. Organization of the Association

The Board of Directors shall retain an Executive Director, who shall be responsible for the leadership and management of the Association. The Board of Directors delegates the authority for the day-to-day management of the affairs of the Association to the Executive Director. The Executive Director is responsible to the Board and is expected to conduct the policies and expend the resources of the Association as directed by the Board.

The Executive Director shall recommend an organizational structure for implementing the programs of the Association.

10. General Provisions

Other general provisions will be established, as necessary.



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CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SCHUYLER COUNTY FISCAL AUTHORIZATIONS 2026

The term "Association" in this document refers to Cornell Cooperative Extension Association of Schuyler County.

Resolved that:

The Executive Director of the Association is hereby authorized to enter into any agreements, contracts or requests for payment on behalf of the Association, with an assigned dollar value equal to or less than \$10,000. The Executive Director may also sign contracts, agreements, or requests for payment above \$10,000 if they are renewals of existing contracts or agreements, previously approved by the Board of Directors and included in the approved budget.

The President of the Association board or his/her designee is authorized to sign contracts or agreements on behalf of the Association with a dollar value greater than \$10,000 upon Board approval.

The Board of Directors authorizes Dayna Karius and Virginia Montopoli to open and close bank accounts, make deposits and withdrawals. The Association maintains a PayPal account for the receipt of donations, registrations, program fees and other revenue. The Executive Director is "owner" of the account. Virginia Montopoli has authorization to make transfers from the PayPal account to the Association main checking account. The Finance Manager is authorized to view/print reports only.

The Board of Directors of the Association approves Community Bank as the primary financial institution of the Association for calendar year 2026, such institution to maintain the following accounts on behalf of the Association: Checking, Savings, Money Market Savings, Certificates of Deposit. The Association also maintains savings and checking accounts with Visions Credit Union, Chemung Canal Trust Company, Five Star Community Bank, and at times Certificates of Deposit as approved by the Board. In addition, one PayPal account for the Association is maintained for workshop registrations and other events.

Any single, capital equipment expenditure purchase equal to or greater than \$5,000 must have approval from the Association Board of Directors.

The Association Executive Director, unless expressly prohibited by law, contract or Board approved policy or resolution, is authorized to carry-out directly or by designee, any and all other business and financial transactions on behalf of the Association.

The Finance Manager, or designated alternate, is authorized to perform on-line transfers of funds between the Association checking account and money market account when the checking account balance either exceeds or falls below \$100,000.00. Prior approval from the Finance Committee must be sought for all transfers above \$25,000.00. Those transfers of \$25,000 or less may be performed at the Finance Manager's discretion and a schedule of such transfers will be presented to the Board and Finance Committee at scheduled Board meetings.

The Association Board of Directors holds the Executive Director and/or his/her designees, accountable for insuring that all proper internal controls governing the business operations of the Association and any program or project initiatives for which the Association acts as "fiscal agent", are in writing and adhered to by staff and agents of the Association.

Internal Fiscal Controls and Procedures: General Fiscal Procedures:

Receipts and expenditures that total \$500 or more that cover two different fiscal years will be annualized to reflect correct year-end accounting.

The Board will approve all transfers made to and from reserves.

The Executive Director will approve general journal entries.

The Executive Director will authorize Line of Credit (LOC) advances, when necessary.

Association credit cards will be issued to the Executive Director with a limit of \$10,000 and Bruce Condie, Camp Director with a limit of \$2000. All other credit cards (Wal-Mart, Staples, Sam's Club, and Visa cards) will be maintained by Virginia Montopoli and signed out as needed by staff. Documentation (receipt and/or authorization sheet) must accompany expenses and be signed by the supervisor. Credit cards signed out by program staff must be returned within one week from sign out date, unless an agreement is made with the Executive Director that would designate a need for the credit card to be used for a longer period of time.

Expenses:

Checks under \$5000 may be signed by the Association Treasurer or one of the following staff: Dayna Karius, Paula Goodrich, or Virginia Montopoli. Checks over \$5000 are required

to be signed by two of the individuals listed above, with the exception of the monthly Cornell Bill which may be signed by one authorized check signer or submitted electronically on the secure ACH payment system by the Finance Manager, and at the direction of the Executive Director.

All vouchers over \$10,000 must be signed by the Association President or Secretary, with the exception of the Cornell bill, before the checks are processed and signed by one or two of the individuals named above.

All vouchers must have proper backup, payment approved by the authorized person, and have account code numbers before the check is issued. Receipts are required for all expenditures and must accompany vouchers.

Any expense of \$250 or more must have prior approval from the Executive Director, except emergency repairs, pool chemicals, and camp nutrition supplies.

Either the Association President or the Secretary will sign the vouchers for the Executive Director.

The Executive Director or his/her designee must sign all other vouchers.

Income:

Receipts from events must be accompanied by supportive documentation.

Numbered receipts will be issued for all cash received and for any individual requesting one.

Personnel:

- Time cards will be signed by the employee and by the immediate supervisor or designee.

Supervisors must approve all leave requests.

CCE Schuyler County

2026 Staff Holiday Calendar

Staff Holidays Approved by the CCE Board of Directors on

Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King Jr.
Monday, February 16	President's Day
Monday, May 25	Memorial Day
Friday, June 19	Juneteenth Day
Friday, July 3	July 4th
Monday, September 7	Labor Day
Monday, October 12	Indigenous Peoples Day
Wednesday, November 11	Veterans Day
Thursday, Nov. 26 & Friday, Nov. 27	Thanksgiving
Friday, Dec. 25 - Friday, Jan. 1, 2027	Winter Break

***** A staff member may use a floating holiday option for up to (2) designated holidays with prior approval from their supervisor *****

AGREEMENT BR (Cornell Agreement)

MEMORANDUM OF AGREEMENT

Between Cornell University and the
Cooperative Extension Association in the State of New York, Schuyler Also known as
Cornell Cooperative Extension Association of Schuyler County
For the year 2026

THIS AGREEMENT is between Cornell University, Ithaca, New York, an educational Corporation of the State of New York, ("Cornell") and the Cornell Cooperative Extension Association of Schuyler County, New York, ("Association") for the calendar year 2026. The Cornell Cooperative Extension Association of Schuyler County is a subordinate governmental agency and not a part of Cornell University.

WHEREAS, The State of New York, pursuant to County Law Section 224 has created a means by which, in cooperation with Cornell University, the educational programs of the New York State College of Agriculture and Life Sciences and the New York State College of Human Ecology and subjects relating thereto, may be extended to the people of the State of New York;

WHEREAS, pursuant to Subdivision 8 of Section 224 of the County Law of the State of New York, Cornell has been designated agent of the State of New York for the cooperative management of Cooperative Extension work of the Association, including the support of the professional staff employed, and the certification of the expenditure of state funds provided within each county of the state to bring educational programs of its colleges thereto to the people of the state therefore;

WHEREAS, pursuant to and by virtue of Subdivision 8 of Section 224, the Association has qualified, and, therefore, exists, as the subordinate governmental agency to serve County in the aforesaid programs and

WHEREAS, pursuant to Sections 341-348 of Title 7 U.S.C. Cornell has been authorized as agent for the United States to receive and supervise the expenditure of monies of the United States in the organization and conduct of Cooperative Extension work in the State of New York.

NOW THEREFORE, in view of the above-identified authorization, the parties hereto agree as follows:

1. Cornell agrees to:
 - a. establish the standards for the overall governance structure of the Association and approve the form of organization and administration of the Association;
 - b. provide general oversight of program and operation consistent with Subdivision 8 of Section 224 of the County Law of New York State as amended;
 - c. provide consultation in the planning, development, and conduct of the Cooperative Extension programming in the county;
 - d. consult and coordinate with other Cornell units regarding university systems that are made available to the Association, including Workday HRIS, payroll, benefits administration, workers' compensation, unemployment insurance, and net ID support;
 - e. establish minimum classification standards for the staff employed by the Association, including hiring and performance assessment;
 - f. provide guidance to the Association for recruitment and management of Association staff and volunteers;
 - g. provide support for the development and approval of an Association plan of work;
 - h. provide guidance and support for the development of policies and procedures related to Accounting/Financial, Human Resources, and Information Technology activities and provide in-service training opportunities related thereto for Executive Directors, finance staff, human resources staff, information technology staff, managers and supervisors;
 - i. periodically conduct reviews of the Association's governance practices, program alignment, business systems and operating practices, and human resources practices for accreditation purposes, and render a written report on their status, including recommendations necessary to continue the Association's qualification as an accredited Association;
 - j. provide state and federal funds, as available, as follows and as stated in Attachment A of this agreement:

State (County Law 224)

Smith-Lever (3b and 3c)

Smith-Lever (3d)

EFNEP

EFNEP (Regional)

- k. provide federal or college funds for special projects/programs mutually negotiated between Cornell and partnering Associations;
 - l. provide support to the Association for specific programs for which payments are provided in 2(u);
 - m. employ staff or contract service providers to provide necessary expertise to support specific programs contracted for by Cornell and for which the Association is providing payment under 2(u);
 - n. ensure the Associations are provided with CCE's wordmark, and other programmatic logos such as 4-H, within established guidelines at <https://staff.cce.cornell.edu/brand/cce-wordmark-and-cornell-seal>, so long as the Association remains a qualified Association;
 - o. set Shared Business Network (SBN) standards, determine SBN organizational structures, and collaborate on SBN funding. Provide support to the SBN system through participation in Administrative Management Groups (AMGs) comprised of the Executive Directors and State Extension Specialist.
2. The Association agrees to:
- a. maintain its qualification as an Association, as determined by Cornell in its capacity as Agent for the State of New York under Subdivision 8 of Section 224 of the County Law of New York State as amended;
 - b. adopt financial policies to ensure responsible use of state funds and financial accountability, consistent with Cornell's accreditation standards for financial management and SBN standards;
 - c. develop and implement a plan of work approved by Cornell that meets USDA/NIFA criteria;
 - d. submit annually an approved budget for the current fiscal year by **March 31**;
 - e. hire, employ, and supervise Extension Educator staff selected from candidates who meet the hiring criteria and position classification standards set forth by

Cornell. The parties agree that such employees are and will remain employees of the Association and subject to the exclusive supervision and control of the Association;

- f. adopt, implement and abide by appropriate personnel policies that meet Federal and State laws, required policies to utilize Cornell systems, and local Association policies which do not conflict with Federal, State, and Cornell system policies
- g. Participate in mutually agreed upon cost-share arrangement for connections to operational business systems in the areas of Finance, Human Resources and Information Technology (i.e., Shared Business Network); whereas the Executive Director or a board appointed designee represents the Association on the Administrative Management Group; work collaboratively with SBN staff to develop and implement standard operating procedures in functional business operations;
- h. at a minimum, complete an annual performance review for each staff member as well as an in-depth performance review at least once every four years for Exempt Educator employees. Develop and implement ongoing performance development processes for all staff;
- i. the Board President shall conduct annual and, at least every four years, in-depth reviews of the Executive Director's performance to ensure programs meet the program standards and definitions and organizational performance of the Association, and to assess qualification for conferral of the Executive Director title by the Director of Cornell Cooperative Extension at Cornell;
- j. provide Employee Practice Liability Insurance and Directors and Officers Insurance for officers and employees of the Association;
- k. provide Cyber Liability Insurance to protect personal and confidential information in the custody of the association and maintained on Association/University Data systems. Coverage to include a recommended \$1 million policy:
 - i. First-Party Coverages: data breach responses costs, business interruption, digital asset restoration, cyber extortion (Ransomware), and incident response and crisis management

- ii. **Third-Party Coverages:** network security liability, privacy liability, media liability, regulatory defense and penalties
- l. maintain adequate third-party liability insurance covering the Association's potential liability for bodily injury and property damage resulting from the performance of its functions and maintain a current certificate of insurance. The Association shall be named as an insured in each of said policies;
- m. submit program and administrative reports as requested;
- n. comply with all applicable local, state and federal laws and regulations;
- o. adhere to financial management policies as issued in the Financial Operations Resource Manual (F.O.R.M.) or issued in special memorandums by Cornell, including invoicing monthly. <https://staff.cce.cornell.edu/units/finance/form-codes>;
- p. **by May 15th** of each year prepare and submit the Federal IRS Form 990T and the New York State Form CT13 to the appropriate agencies;
- q. submit requested financial information for each ending fiscal year to Cornell by **March 31st** of the following year (or more often if requested), and make necessary documents available for audits;
- r. by **January 31st** of each year, prepare IRS Form 1099 in accordance with F.O.R.M. Code 1207;
- s. collect sales tax in compliance with New York State's laws and regulations. Remit taxes to New York State in a timely manner and maintain detailed records to support sales tax returns;
- t. Provide to Cornell payments for:

Association Services	County Appropriations and ^{2% of 2026} Agreements
Support Services for Financial System provided by Extension Administration	to be determined (based on annual snapshot of users in May)
Unemployment Insurance Premium	as determined by insurer
Worker's Compensation	as determined by insurer
4-H Accident & General Liability	as determined by insurer


- u. provide to Cornell payments for programs included in the following agreements per budgets mutually negotiated between Cornell and partnering Associations:
 - Lake Erie Regional Grape Program (LERGP)
 - Central New York Dairy, Livestock and Field Crops (CNYDLFC)
 - Cornell Vegetable Program (CVP)
 - Lake Ontario Fruit Program (LOFP)
 - Finger Lakes Grape Program (FLGP)
 - South Central New York Dairy and Field Crops (SCNYDFC)
 - Harvest NY (HNY)
 - Northwest NY Dairy Livestock and Field Crops (NWNLYDLFC)
 - Eastern New York Commercial Horticulture Program (ENYCHP)
 - South West New York Dairy, Livestock and Field Crops (SWNY)
 - v. submit invoices monthly for operating expenses for programs included under 1(j), 1(k) and 2(u) as stated in Attachment A of this agreement and in accordance with F.O.R.M. Code 808.2.
 - w. Assure that only the Treasurer, President, and Executive Director if so designated by the Board of the Association are authorized to bind the Association resources or enter into binding agreements for the Association.
 - x. submit all third-party grants, contracts, or agreements to Cornell's designated agent (currently P.W. Wood) for a risk management review, and respond to questions and requirements for modification for risk management and insurance, and to Cornell in regards to mission related questions.
3. Cornell and the Association each acknowledge the importance of abiding by the spirit and intent of all applicable Federal and State legislation including, but not limited to, laws pertaining to equal opportunity in employment and program and Fair Labor Standards Act regulations. Each agrees:
- a. To cooperate in the development of programs (including evaluation and reporting systems).
 - b. The Association Executive Director serves at the pleasure of the Association. The title of "Association Executive Director" may only be conferred by the Director of CCE at Cornell, and may be withdrawn by the Director of CCE for good cause.

- c. Under the umbrella of this Memorandum of Agreement, as and when necessary, to negotiate in good faith and execute additional agreements that enable multi-Association and regional programming and/or business operations, and, for each such agreement, to expend funds according to a mutually negotiated annual budget.
4. Under Subdivision 8 of Section 224, the relationship between the parties generally set forth herein is continuous until either party to this Memorandum of Agreement shall notify the other party in writing at least six months in advance preceding any action to annul this Agreement.
 - a. Inasmuch as this agreement contains provisions relating to program and financial considerations covering the calendar year 2026, it is understood that its detailed provisions will be negotiated each year.
 - b. Moreover, this agreement shall be executory to the extent that funds are made available by the County, the State of New York, and the Federal Government.
 - c. This agreement may be modified or amended at any time upon mutual written agreement of the parties.
 - d. This Agreement may be executed in one or more counterparts, each of which will constitute an original, but all of which together will constitute one instrument.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be duly signed and executed by the President of the Cornell Cooperative Extension Association and by the Director of Cornell Cooperative Extension at Cornell University. This agreement is contingent upon receipt of a fully executed agreement AR or equivalent with county government(s) by March 31, 2026.

Paul Bartow

(Print Name of Board President)



Paul Bartow (Jan 22, 2026 14:45:58 EST)

Board President Signature
Cornell Cooperative Extension of Schuyler County

01/22/2026

Date

Andy Turner

For Cornell University Andy S. Turner
Director of Cornell Cooperative Extension at Cornell University

01/23/2026

Date

Section	0100 – FINANCIAL LEADERSHIP IN EXTENSION ASSOCIATIONS	Code: 104
Subject	Financial Responsibilities of Association Board of Directors	
Issued	7/1989	Revised: 12/2025

I. GENERAL POLICY

Effective practices by the Association Board of Directors are critical to establish sound internal control and strong business practices by providing critical oversight and an independent view in issues facing the extension association. Board members should be sufficiently independent from management to effectively evaluate their performance in terms of achieving strategic and organizational goals.

The responsibility for financial issues concerning the extension association rests with the Board of Directors. To adequately address these issues, certain actions of the extension association require board review and authorization. This Code addresses the general fiscal oversight of Association Boards of Directors.

Association Executive Directors are responsible for sharing information contained in this Code with members of the Board.

II. ANNUAL FINANCIAL REQUIREMENTS

A. The following require Board of Directors authorization and are to be renewed annually by the current Board.

- Establish the delegation of authorities and duties to sub-committees of the Board of Directors (i.e., Finance and Personnel Committees).
- Authorize the opening and closing of bank accounts. Designate appropriate extension association employees and Board members as authorized signers and establish any dollar limitations. Designate amount for disbursements requiring two authorized signers.
- Authorize the opening and closing of any investment accounts. Designate employees and board members as authorized to initiate transactions and establish any dollar limitations requiring two authorized signers. Establish voucher/invoice approval limits, which may include dollar limits and types of transactions.
- Authorize the number and dollar limit of petty cash funds.

- Approve the association annual budget and any amendments to the annual budget.
- Approve transfers to and from all net asset accounts based on the recommendations of the Association Executive Director.
- Approve sales and disposition of fixed assets.
- Approve any purchases of fixed assets not included in the annual operating budget.
- Approve write-offs of accounts receivables as uncollectible debts.
- Acceptance of year-end financial statements.
- Designate and authorize an individual to approve transactions in Acumatica in the Executive Director's absence.
- Approve the Schedule LGS -1 for Record Retention. Refer to [F.O.R.M Code 1705, Retention of Records](#), for more details.

B. The following requires Board authorization monthly (or at its regularly scheduled meetings if other than monthly):

- Financial statements are to be presented at the meeting of the Board, usually by the Board Treasurer or Association Executive Director and accepted by the Board.

C. Additional actions to be authorized by the Board:

- Incurring debt for the extension association.
- Binding the association under contract.
- Ensuring that a performance appraisal (development) process is in place and being implemented for all extension association employees.
- Ensuring that a process is in place for maintaining an up-to-date position description for each authorized position.
- Assuring adherence to established policies.
- Ensuring that the Board has D & O (Directors and Officers) and EPLI (Employment Practices Liability) insurance coverage.
- To approve any financial or economic transactions between the Association Executive Director and the organization, such as expense reimbursements, purchases or sales of any property, and the assumption of any personal debt by the organization. All economic transactions between the Association Executive Director and the organization must be conducted at arms-lengths having a clear benefit to the organization's educational purpose and mission. This helps to guard against insider transactions which could result in misuse of assets, or as an inurement of private benefits to key employees.

NOTE: All actions of the Association Board of Directors are to be documented in accurate and complete Board minutes.

III. ADDITIONAL RESOURCES

Many resources have been developed, and Association Board of Directors and Association Executive Directors will find the following websites useful in the performance of their duties.

A. CCE Public Site:

- [Board Toolbox](#): This site contains resources related to Board service. It is organized into two sections with the first section (Board Handbook) providing a comprehensive list of documents, tool and resources and a second section relating to current issues.

NOTE: The Board Toolbox is accessible from the CCE Public site, but the link is not widely distributed due to accessibility to this site by the general public. Association Board members are made aware of this resource at the time of Board orientation as extension associations use the Board Handbook as their orientation tool.

B. CCE Staff Site:

- **Associations:** This site contains resources related to Accreditation, Constitutions, Volunteer Involvement Policy and Procedures, plus several other topics. This site should be checked periodically as new content is being added.
- [Human Resources](#): This site contains resources related to the following topic areas: Diversity, Benefits, Staffing, Classification-Compensation, Payroll, Policies and Procedures, HR Alerts, Volunteer Involvement, Staff ID Card System, Employee Tools and New Staff Orientation. This site should be checked periodically as new content is being added and existing content may have periodic revisions.
- [Form Codes](#): This site contains the current Financial Operations Resource Manual (F.O.R.M.) which covers areas related to Organizational and Financial Leadership in Extension Associations, Payments to Cornell, Budget Preparation, Grants/Contracts/ Agreements, Allocations to Associations, Accounting, Fund Accounting for Associations, Financial Statements, Internal Controls/Audits, Tax Information, Purchasing/Leasing, Fixed Assets, Insurance Organizational and Operating Procedures (4-H), Record Retention, Travel/Mileage Reimbursement and Collection and Use of Program Fees. This site should always be consulted for the most up-to-date content.

NOTE: Only Association Executive Directors have access to the CCE Staff Site at this time, so they may want to share applicable content with the Association Board of Directors.

Cornell Cooperative Extension

CCE Association Board of Directors Officer Job Descriptions

PRESIDENT

ROLE: To lead the Board of Directors and preside over meetings.

TERM: 1-year; elected annually at the Board's Organizational meeting; officers may only serve for 3 consecutive years in any officer role

RESPONSIBILITIES:

- Fully understand and support the mission of Cornell Cooperative Extension
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Follow established policies and procedures of Cornell Cooperative Extension, consistent with federal, state, and local laws, and the guidance of Cornell Cooperative Extension Administration
- Bring personal/professional expertise and that of others to support the mission of the organization
- Serves as the Chair of the Executive Committee (when applicable)
- Oversee board and executive committee meetings
- Communicate with full board
- Serve as a key ambassador for the organization
- Work in partnership with the Executive Director to make sure board resolutions are carried out
- Call special meetings, when necessary
- Be available to sign contracts and legal documents, as necessary, consistent with annual financial authorizations of the association
- For committees not directly elected and in consultation with the Executive Director, appoint all committee members
- Review and approve draft board meeting agendas in consultation with the Executive Director
- Assist Executive Director in coordinating and/or conducting new board member orientation
- Oversee, with the State Extension Specialist, Executive Director searches
- Oversee, with the State Extension Specialist, the Conferral of Title process for the Executive Director
- Conduct Executive Director's annual performance evaluation
- Act as an alternate spokesperson for the organization
- Periodically consult with board members on their roles and help them assess their performance
- Review and approve leave requests and expense reimbursements for Executive Director

QUALIFICATIONS:

- Willingness to learn
- Understanding of basic governance and Open Meetings Law
- Must be a current board member
- Solid understanding of CCE's mission and programs
- Commitment to upholding CCE's diversity, equity, and inclusion policies, as related to Civil Rights Law and to creating a culture of belonging within the organization

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities

TIME COMMITMENTS:

- Board meetings – minimum five times a year, but may be more frequent
- Executive committee meetings – [local]
- Meetings with Executive Director to prep for board meetings or to check-in
- Training – Board Orientation, Board President training

RESOURCES:

Board Toolbox <https://staff.cce.cornell.edu/board-toolbox>

BoardSource <https://boardsource.org/resources/board-responsibilities-structures-faqs/>

Association Constitution <https://staff.cce.cornell.edu/board-toolbox/constitution-revision-process>

VICE-PRESIDENT

ROLE: To carry out duties of President in their absence; leading any initiatives or committees as assigned by President

TERM: 1-year; elected annually at the Board's Organizational meeting; officers may only serve for 3 consecutive years in any officer role

RESPONSIBILITIES:

- Fully understand and support the mission of Cornell Cooperative Extension
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Follow established policies and procedures of Cornell Cooperative Extension, consistent with federal, state, and local laws, and the guidance of Cornell Cooperative Extension Administration
- Bring personal/professional expertise and that of others to support the mission of the agency
- Attend all board meetings
- Serve on the executive committee
- Carry out special assignments as requested by the board president
- Understand the responsibilities of the board president and be able to perform these duties in the president's absence
- Participate as a vital part of the board leadership

QUALIFICATIONS:

- Willingness to learn
- Understanding of basic governance and Open Meetings Law
- Must be a current board member
- Solid understanding of CCE's mission and programs
- Commitment to upholding CCE's diversity, equity, and inclusion policies, as related to Civil Rights Law and to creating a culture of belonging within the organization

TIME COMMITMENTS:

- Board meetings – minimum five times a year, but may be more frequent
- Executive committee meetings – [local]
- Training – Board Orientation

RESOURCES:

Board Toolbox <https://staff.cce.cornell.edu/board-toolbox>

BoardSource <https://boardsource.org/resources/board-responsibilities-structures-faqs/>

Association Constitution <https://staff.cce.cornell.edu/board-toolbox/constitution-revision-process>

SECRETARY

ROLE: To ensure accurate reporting of the board's activities and decisions.

TERM: 1-year; elected annually at the Board's Organizational meeting; officers may only serve for 3 consecutive years in any officer role

RESPONSIBILITIES:

- Fully understand and support the mission of Cornell Cooperative Extension
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Follow established policies and procedures of Cornell Cooperative Extension, consistent with federal, state, and local laws, and the guidance of Cornell Cooperative Extension Administration
- Bring personal/professional expertise and that of others to support the mission of the agency
- Attend all board meetings
- Serve on the executive committee
- Carry out special assignments as requested by the board president
- In absence of the president and vice-president, but if a quorum is present, call the meeting to order and conduct an election for a President Pro Tem (a presiding officer for that meeting only)
- Participate as a vital part of the board leadership
- Prepare or approve and present minutes of meetings, following all requirements of Open Meetings Law
- Ensure accurate attendance records at board meetings
- May need to sign documents, such as checks, as per annual fiscal authorizations

QUALIFICATIONS:

- Willingness to learn
- Understanding of basic governance and Open Meetings Law
- Must be a current board member
- Solid understanding of CCE's mission and programs
- Commitment to upholding CCE's diversity, equity, and inclusion policies, as related to Civil Rights Law and to creating a culture of belonging within the organization

TIME COMMITMENTS:

- Board meetings – minimum five times a year, but may be more frequent
- Executive committee meetings – [local]
- Training – Board Orientation

RESOURCES:

Board Toolbox <https://staff.cce.cornell.edu/board-toolbox>

BoardSource <https://boardsource.org/resources/board-responsibilities-structures-faqs/>

Association Constitution <https://staff.cce.cornell.edu/board-toolbox/constitution-revision-process>

TREASURER

ROLE: To exercise fiduciary responsibility and assure financial accountability for the organization.

TERM: 1-year; elected annually at the Board's Organizational meeting; officers may only serve for 3 consecutive years in that role

RESPONSIBILITIES:

- Fully understand and support the mission of Cornell Cooperative Extension
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Follow established policies and procedures of Cornell Cooperative Extension, consistent with federal, state, and local laws, and the guidance of Cornell Cooperative Extension Administration
- Bring personal/professional expertise and that of others to support the mission of the agency
- Serves as the Chair of the Finance Committee (if applicable)
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities and oversight
- Work with the Executive Director and Association and/or SBN finance staff to ensure that appropriate financial reports are made available to the board on a timely basis
- Present the annual budget to the board for approval, with support from Association staff
- Review the annual desk audit and/or full audit and compliance reviews; ensure board members' questions are answered
- Ensure internal controls and procedures are being followed and in compliance with CCE F.O.R.M. (Financial Operation Resource Manual) Codes, FASB, and GAAP
- Consider and suggest external audits, if applicable by budgets/financial requirements or if desired by Board
- Report financials at board meetings and at the annual meeting
- Ensure completion and sign-off of year-end financials
- Depending on staff size and capability, the board treasurer may also:
 - Sign checks, if applicable
 - Ensure proper management of investments and oversight of investment policies

QUALIFICATIONS:

- Willingness to learn
- Understanding of basic governance and Open Meetings Law
- Understanding the basics of nonprofit and fund balance accounting
- Must be a current board member
- Solid understanding of CCE's mission and programs
- Commitment to upholding CCE's diversity, equity, and inclusion policies, as related to Civil Rights Law and to creating a culture of belonging within the organization

TIME COMMITMENTS:

- Board meetings – minimum five times a year, but may be more frequent
- Executive committee meetings – [local]
- Training – Board Orientation

RESOURCES:

Board Toolbox <https://staff.cce.cornell.edu/board-toolbox>

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BoardSource <https://boardsource.org/resources/board-responsibilities-structures-fags/>

Association Constitution <https://staff.cce.cornell.edu/board-toolbox/constitution-revision-process>