

Schoharie County Community Action Program, Inc.
Board of Directors Annual Meeting Minutes – June 24, 2025

Attendance:

Private Sector

Member	Position	Attendance
Rhonda Ferris	Officer: Chair	X
Helen Owens	Member	X
Vacancy		

Public Sector

Member	Position	Attendance
Shane Nickle	Officer: Vice-chair	X
Amanda Fernandez	Officer: Treasurer	A
Amy Florence	Member	X

Consumer Sector

Member	Position	Attendance
Pastor Ray Richards	Officer: Secretary	X
Brenda Morissette	Member	X
Vacancy		

Administrative Staff:

Jeannette Spaulding - Executive Director, Becky Kennison-Foland - Deputy Executive Director, Justina Farris – Finance Director

Department Staff: None

Guests/non-board member attendees: Sarah Hunt – Potential board member

NYS DOS OCS: Jacqueline Orr - Director, Katy-Rose Hanson – Program Analyst, and Colleen Bryar

Note: Tracking Standards, if any, noted in minutes are included post Board meeting as part of NYS DOS ACROS/TRACS compliance monitoring.

Meeting called to order at 10:14 am by Rhonda Ferris

Department Presentation: None

Approval of Minutes:

Rhonda asked for a motion to receive the May 27, 2025 minutes.

Ray made the motion to receive the minutes. No corrections noted.

Motion to approve minutes made by Ray, seconded by Amy. All Ayes. Motion approved.

Action Items:

As per SCCAP's Bylaws, each year at the Corporation's Annual Meeting officers are appointed to fill positions for one year following the annual meeting.

Resolution 06-06/2025:

Appoint Rhonda Ferris to officer position – Chair – effective June 25, 2025.

Offered by Shane, seconded by Helen. All Ayes. Resolution approved.

Resolution 07-06/2025:

*Appoint Raymond Richards II to officer position – Vice Chair – effective June 25, 2025.
Offered by Rhonda, seconded by Shane. All Ayes. Resolution approved.*

Resolution 08-06/2025:

*Appoint Shane Nickle to officer position – Treasurer – effective June 25, 2025.
Offered by Ray, seconded by Helen. All Ayes. Resolution approved.*

Resolution 09-06/2025:

*Appoint Helen Owens to officer position – Secretary – effective June 25, 2025.
Offered by Rhonda, seconded by Shane. All Ayes. Resolution approved.*

Resolution 10-06/2025:

*Approve of Bank of Richmondville signatories as stated effective June 25, 2025.
Offered by Helen, seconded by Ray. All Ayes. Resolution approved.*

Standard 5.5c: Records and minutes of board meetings are prepared and maintained in compliance with New York State Not-for-Profit Corporation Law (attendance; quorum; proceedings of its members, board and executive committee recorded; board records are maintained at corporation; annual meeting recorded; annual audit presented).

Committees of the Board:

Executive Committee: (Held as needed for confidential legal & personnel matters.) No meeting held.

Finance & Audit Committee: Reviewed Items - Finance Agenda/Fiscal Reports

- Financial Reports - Ray presented reports:
 - Reviewed monthly finance package – no discussion
 - No movement on EFSP
 - Presented 2025 Annual Budget for 9-month period due to unknown status of several federally funded contracts due to start on 7/1/2025 or 10/1/2025. Reminder to members that the budget is built on contracts being fully spent, which is not always the case.
 - Noted that Covid funding was only temporary, reductions in funding – DHP and United Way, budget does not assume larger donations.
 - Ray shared worksheets presenting an overview of contracts listed on the monthly finance report but broken out by departments noting the contract amounts are based on contracts being fully expended.
 - Brought attention to the challenge of administrative costs and which funding streams will or will not allow for administrative cost.
 - Discussion took place regarding both the Reconciliation Bill and FY26 Budget processes and possible impacts to agency programs.
 - For Weatherization services there is positive messaging regarding LIHEAP funds, however no news on DOE funding at this time.
 - Jeannette shared the adjustments being made in general operations to mitigate the drain on the agency's limited funding.

Ray asked for a motion to approve the financial reports. Motion made by Rhonda, seconded by Shane. All Ayes. Motion approved.

Standard 8.7a: *Board members receive financial reports at every Board meeting (must include both organization-wide report on Revenue and Expenditures that compares Budget to Actual, categorized by program; and Balance Sheet/Statement of Financial Position).

Governance & Nominating:

- Rhonda acknowledged guest Sarah Hunt as potential board member.

Program Planning & Evaluation:

- Monthly Department Program Reports
 - Continued appreciation for updated design of monthly program report presentation.

Standard 5.9a: The organization's governing Board receives programmatic reports at each regular Board meeting.

Personnel Committee: No meeting held.

Committees of the Corporation:

Community Needs Assessment: No meeting held.

Executive Director Search Committee: No meeting held.

Fundraising: No meeting was held.

Staff Reports:

Executive Director/Deputy Executive Director Report:

- Jeannette shared that even though there is uncertainty with funding, the agency is remaining active with its outreach efforts.

Old/New Business: None

Other:

- 2024 Independent Audit presentation at July Finance Committee Meeting.

Executive Session: (as needed for confidential legal & personnel interests)

- None

Set Date for Next Board Meeting:

- Thursday, July 31, 2025
 - Finance Committee @ 4:30pm
 - Regular Board Meeting to follow Finance Committee meeting

Motion to adjourn meeting by Helen at 11:02am

Respectfully submitted,
Jeannette M. Spaulding, Executive Director