

To: **EDC Board Members**

Re: **Minutes of January 17, 2017 Regular Monthly Meeting of the Board of Directors**

Present: Jeffery Byrne – Secretary
Mitch Amado – Treasurer & Chair of Audit & Finance Committee
Dr. Kristine Duffy – Director, Representative SUNY Adirondack
Jim Siplon – Director
John Strough – Representative, TOQ

Absent: Arleen Girard – Chair
Chris Barden – Vice Chairman
Judy Calogero – Representative, City of Glens Falls
Matt Fuller – Chair of Governance Committee
Harold “Bud” Taylor, Representative, Warren County

Guests: Maury Thompson, Post Star
Scott Whittemore – Assistant Superintendent for Business, Queensbury Union Free School District

Staff: Ed Bartholomew, President/CEO
John Wheatley, Vice President
Jennifer Switzer, Director of Finance/CFO
Elaine Behlmer, Office Administrator, Acting Secretary

On January 17, 2017 the Board of Directors for the Economic Development Corporation met in the Saratoga Room on the 2nd Floor at EDC Offices located at 333 Glen Street, Suite 101 in Glens Falls, New York for its Regular Monthly Meeting of the Board of Directors. The following items of business were discussed:

I. **Welcome & Call to Order:** In Chair Arleen Girard’s absence EDC Secretary Jeff Byrne called the meeting to order at 8:10 a.m. and requests updates. There is no quorum.

II. **Approval:**

- EDC Regular Monthly Meeting Minutes December 20, 2016 – to be approved at EDC’s next meeting in February.

III. **Financial Update: Approval of December Financials & Payment of Bills:** to be approved at EDC’s next meeting in February. Jennifer addresses the decrease in cash due to timing along with larger checks and states EDC continues to be in good cash position. The Statement of Activities for December shows negative numbers not normally seen for the removal of unpaid 2016 membership. Jennifer briefly addresses hardware/system maintenance adjustment for capitalization of phone system and IT related to move. Highlights for Year to Date include total operating revenues and other support under budget due to membership not received although EDC’s sponsorship has increased over last year. Under budget items include overhead expenses for machinery and equipment, personnel, collateral materials and annual report. Property taxes are over budget due to purchase of former Hacker Board property shown on year to date.

IV. Reports of Committees:

Audit & Finance Committee Report: Nothing new to report.

Governance Committee Report: In Chair Matt Fuller's absence, Committee member Jeff Byrne reports the Governance Committee doesn't have any news but has been discussing two board seats along with other items and scheduling a meeting.

V. President & CEO Report:

Ed reports on some of the highlights of the strategic plan for month of January to-date. Copies of Action Plan Matrix are distributed and Ed highlights some of the activities, events and projects noted in red on document pages 1-6 and kept on file at EDC Offices. Topics discussed include:

- Meeting with restaurants interested in considering location in the Glens Falls area.
- Hosting and facilitating upcoming 2017 State & Budget event on January 18th at Heritage Hall at 10 a.m. featuring Lieutenant Governor Kathy Hochul. Jim Siplon of JUST will provide water.
- Completion of EDC 2016 annual report with focus on EDC as an advocate for Warren County. Ed thanks the staff and Deborah Miles Czech of Miles Ahead Communications.
- EDC assisted projects access for National Grid economic development grants for new downtown Glens Falls investor/developer, Queensbury firm along with a small business in Warrensburg.
- Round 6 CFA funding.
- Working with Dr. Duffy on the possibility of locating the Culinary Center in the Downtown Glens Falls area which ties into the Downtown Revitalization Initiative (DRI). Ed thanks Dr. Duffy for her time.
- EDC's ongoing participation in Saratoga/Warren/Washington Development Board (WDB). Briefly discussed is literally not a lot of workforce funding available which Empire State Development is trying to resolve.
- Round 7 CFA timeframe of June/July 2017.
- Working with Glens Falls Hospital and Hudson Headwaters Health Network on short and long term goals and DRI consideration with a February 25 date for submittal.
- EDC talking to several regional developers about possibility of building new light industrial flex buildings in the area. There is dire need of space for warehouses.
- Commencing in 2017 with comprehensive GIS Data Mapping. A resolution is needed to formalize this aspect with the Town of Queensbury at EDC's next board meeting in February. A meeting is scheduled to discuss with George Hilton from the Town.
- Exit 20 Corridor Traffic Study is in the final stages.
- Working on broadband for unserved and underserved in region.
- EDC participating on panel discussion and upcoming regional planning forum along with regional conference with ANCA.

Ed advises these are some of the highlights and distributes copies of EDC's 2016 annual report. He refers to acknowledgments page of allies and offices and 2016 top stories. Highlighted topics include the following: medical device tax suspension for two years positively affecting

AngioDynamics and Precision Extrusion, reference to theme of EDC as advocate for Warren County and region, EDC as advocate for filming industry and efforts to approach Senator Little and Assemblyman Dan Stec to get legislation adopted, SUNY Adirondack's NSTEM and Adirondack Regional Workforce Readiness Center projects, Broadband, NYS award of \$10 Million in funding for Glens Falls' Arts, Wellness and Entertainment District revitalization with the Hyde's \$11 million contribution from arts collection, Exit 18 and Exit 19 hotels along with downtown Glens Falls being looked at also and efforts of new Marriott Courtyard. Ed refers to nice rendering of NSTEM building at SUNY Adirondack on page 9. Ed speaks about new \$17 million wastewater treatment plant in Lake George Village that's important for economy and lake itself, mountain biking and trail use growing with EDC serving as a resource for West Mountain and the Olympic Regional Development Authority; JUST water as great promotion, student picture with Phil Morse at EDC's annual luncheon, board and staff photos. Ed extends a thank you to EDC staff: Elaine, Jennifer and John.

Jeff Byrne questions if there is concern for workforce for new hotels. A brief discussion follows on SUNY Adirondack working to take measures and fulfill goals. Jeff provides a quick update on ORDA. He states Ted Blazer is retiring the end of February and Mike Pratt will be Interim President and CEO. Jeff is delighted by Mike Gore's appointment. He reports Gore's trail system has been improved and is now used for race courses with night skiing and all trails accessible. Attendance at Gore has been tremendous with weather cooperating.

Briefly discussed is rail study and leadership. EDC has met with new shoreline representative. Jim Siplon wants to make sure JUST volumes are included for Warren County. John Davidson has been in contact with Rail Company interested in building a plant.

VI. Other Business:

- Briefly discussed is request for proposal for marketing services to be discussed further at EDC's next meeting in February.
- Maury Thompson will be retiring in 7 months.
- Annual Financial Disclosure forms to be filled out for compliance with PAAA can be returned to Jennifer or Elaine.
- EDC is working on a date for Outlook Breakfast and EDC Appreciation Day at Gore Mountain.
- ECHL All Star Game tomorrow night at 8 p.m. at the Civic Center.

VII. Next Meeting: Tuesday, February 28, 2017 – 8:00 a.m. EDC Regular Monthly Meeting of the Board of Directors in the Saratoga Room on the 2nd Floor at EDC's offices located at 333 Glen Street, Suite 101, Glens Falls, NY unless otherwise notified.

VIII. Executive Session: Not necessary

IX. Adjournment: Upon no further business to come before the EDC Board Jeff Byrne adjourns the meeting at 8:50 a.m.