

To: ***EDC Board Members***

Re: ***Minutes of March 21, 2017 Regular Monthly Meeting of the Board of Directors***

Present: Arleen Girard
Mitch Amado – Treasurer & Chair of Audit & Finance Committee
Chris Barden – Vice Chairman
Judy Calogero – Representative, City of Glens Falls
Matt Fuller – Chair of Governance Committee
Harold “Bud” Taylor, Representative, Warren County
Jim Siplon – Director
John Strough – Representative, TOQ

Absent: Jeff Byrne – Secretary
Dr. Kristine Duffy – Director, Representative SUNY Adirondack

Guests: Maury Thompson, Post Star

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

On March 21, 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: EDC Chair Arleen Girard called the meeting to order at 8:55 a.m.

II. Approval:

- EDC Regular Monthly Meeting Minutes December 20, 2016
- EDC Regular Monthly Meeting Minutes January 17, 2017
- EDC Governance Committee Meeting Minutes February 10, 2017

All minutes were forwarded to EDC Board of Directors for review and approval prior to the meeting. A motion is made by John Strough, seconded by Judy Calogero and carried unanimously to approve the EDC Regular Monthly Meeting Minutes December 20, 2016, EDC Regular Monthly Meeting Minutes January 17, 2017 and EDC Governance Committee Meeting Minutes February 10, 2017.

III. Financial Update: Approval of December/January/February Financials & Payment of Bills:

- Approval of December Financials & Payment of Bills
- Approval of January Financials & Payment of Bills
- Approval of February Financials & Payment of Bills

CFO Jennifer Switzer provides highlights on EDC financials and reports December and January Financials were completed before the EDC audit whereas February includes some of the audit. Jennifer advises 2017 membership invoices were mailed the end of February. There was not a lot of activity for the month of January; signed contracts are reflected in February with EDC receiving the Town of Queensbury contract in March. EDC is awaiting WCLDC contract. Briefly discussed is policy requiring two signatures on all checks with discussion on not really ‘approving’ but “ratifying” payment of bills rather than using the word ‘approval’.

A motion is made by Judy Calogero, seconded by Mitch Amado and carried unanimously ratifying December 2016, January 2017 and February 2017 Financials & Payment of Bills.

IV. Reports of Committees:

- **Audit & Finance Committee;** nothing more to report
- **Governance Committee;** Governance Committee Chair Matt Fuller discusses and addresses the matter of Officers and Chair of Finance along with Chair of Audit and Treasurer as outlined in EDC By-laws with board members. To keep interest of board members outline in By-laws will remain the same.

V. President & CEO Report: Ed reviews his **handout entitled EDC Update - President’s Report March 2017 in detail. A copy of the handout is on file with the minutes.** Highlights discussed include EDC working with the City and DRI advisory committee in an effort to win a \$10 million award. Ed reviews the process as outlined in report. Jim Siplon opined it was a remarkable process with a terrific outcome with everyone showing approval by clapping for project.

Continuing with his report, Ed speaks of working with recent Round 6 CFA award recipients & ESD regarding the implementing process for respective awardees: Adirondack Pub Brewery, Hudson Headwaters Health Network and Park Theater.

Other highlights include: support of state grants, assistance with submittal of NYD DEC Urban Forestry Grant for city tree inventory, EDC ongoing outreach with key manufacturing businesses, annual Gore Ski Day on March 10, 2017, meeting with SUNY Adirondack representative Frank Capon regarding college’s new entrepreneur program, working on a number of potential loans within county and city, congrats to Northeast Fine Jewelry, EDC Breakfast event on March 22, 2017 at the Queensbury Hotel with a thank you to sponsors: Glens Falls Hospital, Plumbers & Steamfitters Local 773, Aeon Nexus and Rozell, EDC’s annual luncheon in May to be held at Six Flags Great Escape, EDC Annual Report, Federated Basketball Tournament and a thank you to EDC’s Audit and Governance Committees.

- **Strategic Planning:** Ed reviews some of the activities being done. Highlights include: 1) ongoing meetings with major local employers to address needs including opportunities to locate suppliers and key vendors closer to the region 2) edits on ongoing basis made to news, events, archive communications, public document updates and property database. New EDC web updates to be pursued in 2017. A discussion follows on the value of platforms and marketing along with social media; not just email and the pros and cons for

hiring an intern. Ed speaks of eventually having a yearly summary to-date report on Strategic Planning. There are many ongoing projects and outreach. **A handout entitled: EDC Warren County Economic Development Strategy – March 2017 Update Report is kept on file with the minutes.**

VI. Other Business

- Authorize Request for Proposal for Marketing Services – an RFP is briefly discussed. A motion is made by Chris Barden, seconded by Bud Taylor and carried unanimously to authorize request for proposal for Marketing Services.
- Authorize Increase for R.A. Wiedermann & Associates, Inc. contract for an additional cost in the amount of \$1,848.00. A motion is made by Judy Calogero, seconded by John Strough and carried unanimously to authorize increase for R.A. Wiedermann & Associates, Inc. contract.

A discussion follows on paperless board meetings with Arleen making a recommendation for use of an overhead rather than paper along with email; a poll will go out to all.

- Resolution of Support for “Queensbury South” Brownfield Opportunity Area grant application BOA Contract # C303857 to be submitted by the Town of Queensbury as grantee
A motion is made by Matt Fuller, seconded by Jim Siplon and carried unanimously in support for “Queensbury South” Brownfield Opportunity Area grant application BOA Contract #C303857 to be submitted by the Town of Queensbury as grantee.
- Resolution of Support for “Glens Falls Warren Street Opportunity Area” grant application BOA Contract # C100200 to be submitted by the Greater Glens Falls Local Development Corporation
A motion is made by Jim Siplon, seconded by Judy Calogero and carried unanimously in support for “Glens Falls Warren Street Opportunity Area” grant application BOA Contract #C100200 to be submitted by the Greater Glens Falls Local Development Corporation.
- Resolution Congratulating Feigenbaum Cleaners on its 100th Anniversary in business this year. Judy speaks of
A motion is made by Mitch Amado seconded by Judy Calogero in support of congratulations to Feigenbaum Cleaners on its 100th Anniversary in business this year. Judy reports how Todd is very dedicated to economic development and has served on this board.

VII. Next Meeting Tuesday, April 25, 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.

Derek Basile will be invited to attend EDC's next scheduled meeting as a guest on Tuesday, April 25, 2017.

Wednesday, March 22, 2017 – 8:00 a.m. EDC Breakfast: Connecting Warren County and the Capital Region at the Queensbury Hotel located at 88 Ridge Street, Glens Falls, NY

EDC Chair Arleen Girard will welcome all at EDC's breakfast tomorrow and EDC Board Member Judy Calogero will close.

VIII. **Executive Session if necessary:** Not necessary.

IX. **Adjournment:** Upon no further business to come before the EDC Board of Directors a motion is made by Bud Taylor, seconded by John Strough and carried unanimously to adjourn the meeting at 9:24 a.m.