

To: ***EDC Board Members***

Re: ***Minutes of May 16, 2017 Regular Monthly Meeting of the Board of Directors***

Present: Mitch Amado – Treasurer & Chair of Audit & Finance Committee
Chris Barden – Vice Chairman
Jeff Byrne – Secretary
Dr. Kristine Duffy – Director, Representative SUNY Adirondack
Harold “Bud” Taylor, Representative, Warren County
John Strough – Representative, TOQ
Judy Calogero – Representative, City of Glens Falls
Matt Fuller – Chair of Governance Committee
Derek Basile, Director

Absent: Arleen Girard, Chair
Jim Siplon – Director

Guests: Maury Thompson, Post Star

Staff: Ed Bartholomew, President/CEO
John Wheatley, Vice President
Jennifer Switzer, Director of Finance/CFO

On May 16, 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 Vice Chairman Chris Barden called the meeting to order at 8:03 a.m.

II. **Approval:**

- EDC Governance Committee Meeting Minutes April 14, 2017
- EDC Regular Monthly Meeting Minutes April 25, 2017

All minutes were forwarded to EDC Board of Directors for review and approval prior to the meeting. A motion is made by Judy Calogero, seconded by Jeff Byrne and carried unanimously to approve EDC Governance Committee Meeting Minutes of April 14, 2017. A motion is made by Bud Taylor, seconded by Jeff Byrne and carried unanimously to approve EDC Regular Monthly Meeting Minutes of April 25, 2017.

III. **Financial Update:**

- **Ratify March Financials & Payment of Bills:**

CFO Jennifer Switzer provided highlights on EDC financials and reported the Statement of Activities for April 2017 were uneventful with budget to actual variances for contract services due to the contracts for Glens Falls LDC & IDA to be executed in the next couple of days before

invoicing can take place. She also points out budget to actual discrepancies will take place in the month of May due to the Annual Lunch being held in June this year versus in May in previous years and budgeted in May as well. Second invoices were mailed to non-renewed members in April with a good response from members over the last couple of weeks. She believes we will continue to see additional payments now that a date has been established for the luncheon.

A motion is made by Dr. Kris Duffy, seconded by Jeff Byrne and carried unanimously ratifying April 2017 Financials & Payment of Bills.

IV. Reports of Committees:

- **Audit & Finance Committee;** nothing more to report
- **Governance Committee:** Governance Committee Chair Matt Fuller updates the board that the committee did not meet during the last month but will be meeting on June 9th at SUNY Adirondack at 8 a.m. A short discussion ensued regarding collaboration with Lake George Chamber of Commerce's Sports Committee. Included in this discussion were various recreational assets including the number of bike trail systems in Warren County from Queensbury to North Creek's Gore Mountain.

V. President & CEO Report: Ed Bartholomew refers to the handout of EDC's **Strategic Plan Update** a copy of which will be on-file with the meeting minutes.

Highlights discussed include Ed reporting on working on targeting expanding businesses in Warren County, work with SUNY Adirondack on moving culinary operations, and renewed on-going interest with the Native Textile facility at Carey Park. Vice President John Wheatley has been actively working with those making inquiries, as well as, his continued effort to market the property on EDC's website and with regional parties. Board viewed pictures of the site including those prior to the recent development on Corinth Road to its current status.

He continued his report with recent events including the success of the Breakfast and the SEQR update held at 333 Glen St. In addition board members were updated on the work to begin for the October Planning & Zoning Forum and EDC's Annual Luncheon to be held on June 27th at Great Escape Lodge.

Other highlights include the meetings related to the next round of CFA's. ESD will be holding an informational meeting in our area in early June. Ed continues to meet with local business and municipalities interested in submitting to this round. He discusses workforce updates that include EPA job training is anticipated to begin in late summer. EDC is targeting the marketing of the Native Textile buildings, along with continued involvement with the Ciba Geigy site development, and the Corridor Study of 87 Exits continues with Exit 18 substantially completed. EDC continues with its on-going monthly meetings at Warren County including attendance at the Airport Advisory meeting. Lastly Ed updated the group on the planning meeting held in Chester, the City of Glens Falls SONYMA home ownership program for college graduates awarded as a recipient of the DRI.

VI. Other Business

- Resolution to Approve Upstate Appraisal Services, Inc. at Queensbury Business Park (8 parcels) not to exceed \$1600. A motion is made by Dr. Kris Duffy, seconded by Matt Fuller and carried unanimously to approve engaging Upstate Appraisal Services to provide appraisal services at Queensbury Business Park (8 parcels) not to exceed \$1600.

VII. Next Meeting Tuesday, June 20, 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. EDC's luncheon will take place on June 27, 2017 at the Great Escape Lodge. Dr. Duffy invites all to attend a program at 4:30 p.m. today where NYS Labor Commissioner will be speaking about the Excelsior program and Labor programs in Scoville Hall, 3rd floor.

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 John Strough, seconded by Dr. Kristine Duffy and carried unanimously to adjourn the meeting at 8:43 a.m.