

To: **EDC Board Members**

Re: **Minutes of June 20, 2017 Regular Monthly Meeting of the Board of Directors**

Present: Arleen Girard, Chair
Jeff Byrne – Secretary
Dr. Kristine Duffy – Director, Representative SUNY Adirondack
Harold “Bud” Taylor, Representative, Warren County
Jim Siplon, Director
John Strough – Representative, TOQ
Judy Calogero – Representative, City of Glens Falls
Matt Fuller – Chair of Governance Committee
Derek Basile, Director

Absent: Mitch Amado – Treasurer & Chair of Audit & Finance Committee
Chris Barden, Vice Chairman

Guests: Maury Thompson, Post Star
Scott Whittemore, 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 June 20, 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 8:00 a.m. and welcomed guests Maury Thompson of the *Post-Star* and Scott Whittemore of QUFSD.

II. **Approval:**

- EDC Regular Monthly Meeting Minutes May 16, 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 Matt Fuller and carried unanimously to approve EDC Regular Monthly Meeting Minutes of May 16, 2017.

III. **Financial Update:**

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

CFO Jennifer Switzer provided highlights on EDC financials and reported the Statement of Financial Position Account Receivables listing shows \$12,499.98 outstanding from Warren County Local Development Corporation. EDC has received payment in June and is in good cash position with nothing out of the ordinary. Contract Services for GF LDC and IDA are due to a timing issue along with EDC annual luncheon budgeted for May with event scheduled for June.

Insurance annual renewals were budgeted in May & June paid in May. The Statement of Activities year-to-date reflects membership renewals from January through May 2017. The overall budget is on target with mostly timing issues.

A motion is made by Judy Calogero, seconded by Bud Taylor and carried unanimously ratifying May 2017 Financials & Payment of Bills.

IV. Reports of Committees:

- **Audit & Finance Committee:** Jennifer reports EDC has received information from the ABO regarding procurement policies including best practices. EDC's current procurement policy and new guidelines will be reviewed to make sure we are compliant.
- **Governance Committee:** Governance Committee materials were forwarded to EDC Board of Directors for review prior to the meeting. Chair Matt Fuller refers to EDC Board of Directors By-Laws Exhibit A listing and recommended by-law changes to include:
 - Article III, section 2(a) (ii): Directors shall serve staggered terms of four (4) years as set forth on the schedule attached to these By-Laws.
 - Article V, Section 9: Add second sentence: The Chief Executive Officer shall be the contracting officer of the Corporation.

Matt updates the board on revisions for Exhibit H Economic Development Corporation Whistleblower Policy and Exhibit J Economic Development Corporation Travel Policy. (Copies are kept on file at EDC Offices with the minutes)

There are currently no open seats on EDC's Board of Directors.

A motion is made by Matt Fuller, seconded by Judy Calogero and carried unanimously to approve recommended By-law changes presented along with revisions for EDC's Whistleblower and Travel policies.

V. President & CEO Report: Ed Bartholomew refers to the integrated handout of EDC's **Strategic Plan Update** along with the **CEO Report – EDC Board Meeting – June 20, 2017**. Copies of documents will be kept on file at EDC offices with the minutes. Highlights discussed include the status of the strategic plan as it relates to the CFA process Round 7 with the deadline for applications July 28th at 4 p.m. Public engagement activities May/June 2017 include: Lt Governor DRI Announcement, Queensbury Town Board Workshop, Airport Advisory Committee, Dept. of Labor Glens Falls Recruitment Day, CFA Information and EDC Annual Luncheon with President & CEO Jim Clemmer as keynote speaker. Mr. Clemmer will talk about the economic impact of the medical device industry in the region. Ed thanks John Strough for scheduling EDC's workshop with the Town of Queensbury early on June 12th.

Continuing with his report Ed speaks of EDC supporting Lake George Village & Town in ongoing lobbying and advocating for NYS funding assistance on aging wastewater facility in Lake George Village, Queensbury Development Opportunity Zones, GIS Mapping Project prepared by George Hilton, new opening of Exit 18 Holiday Inn Express, EDC's focus on vacant industrial facilities including former Native Textiles in Carey Park and Warren Street, proposed

Airport Development Zone as potential CFA Round 7, new location for SUNY Adirondack Culinary Arts Center in Downtown Glens Falls along with promotion of International Baccalaureate Diploma Programme (IB DP) at Queensbury High School that Jim Siplon recently spoke at and DRI with some projects ready to go with others taking longer to develop. Briefly discussed next is the CFA Information Session recently held with approximately 55 attendees. EDC has been on the road throughout the region looking for projects in Chester, North Creek, Stony Creek and Lake Luzerne to name a few and works with Wayne LaMothe at the County to make sure there aren't duplicates. Finch has been successful with two CFA's. Jeff Byre compliments Ed on EDC's work in conjunction with the CFA process.

VI. Other Business

- Resolution approving and authorizing the execution of the Grant Disbursement Agreement which includes authorizing the implementation and administration of the Loan Fund.
- Resolution approving and authorizing the execution of the First Amendment to the MOU between EDC and Lake Champlain-Lake George Regional Planning Board.

Resolutions are briefly discussed. Bob Ryan of Harris Beach has reviewed resolutions presented regarding execution of the Grant Disbursement Agreement and approving and authorizing the execution of the First Amendment to the MOU between EDC and Lake Champlain-Lake George Regional Planning Board. Lake Champlain-Lake George Regional Planning Board will also adopt resolution.

- Resolution in support of Lake George Village application to construct a new Wastewater Treatment Plant to service the entire southern basin of Lake George.

A motion is made by Jeff Byrne, seconded by Bud Taylor and carried unanimously to approve all resolutions presented above.

Briefly discussed is speaker and number of guests registered for EDC's Annual Luncheon on Tuesday, June 27th.

Ed mentions appraiser is in town for updating at Queensbury Business Park and Downtown Glens Falls for DRI.

VII. Next Meeting Tuesday, July 18, 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, 89 Six Flags Drive, Queensbury, NY

VIII. Executive Session if necessary: Not necessary.

IX. Adjournment: Upon no further business to come before the EDC Board of Directors Chair Arleen Girard adjourned the meeting at 8:35 a.m.