

To: *EDC Governance Committee Members*

Re: *Minutes of October 6, 2015*

Present: Jeffery Byrne, Chairman Governance Committee, EDC Secretary
Chris Barden, Member, EDC Vice Chairman
Dr. Kris Duffy, Member, EDC Director
Elaine Behlmer, Office Administrator/Acting Secretary
Chuck Barton, EDC Chairman

Absent: Matt Fuller, Member, EDC Director

On October 6, 2015 the Governance Committee of the EDC Board of Directors for the Economic Development Corporation met in the Conference Room at 188 Dix Avenue, Glens Falls, New York. The following items of business were discussed:

- 1) **Welcome and Call to Order:** Chairman Jeff Byrne thanks committee members for attending and Chris Barden for hosting. He calls the meeting to order at 8:00 a.m. and states the purpose of the meeting is to discuss new board member recruitment, EDC Officers and Committee Chairs for 2016 along with Conflict of Interest Policy.
- 2) **New Board Member Recruitment:** A discussion was held on potential board members with interest in representation from the manufacturing and industry along with service industry. Committee members will follow-up with two potential candidates regarding availability and obtain official responses of interest by end of October. More discussion is needed regarding three other potential candidates.
- 3) **Discussion on EDC Officers & Committee Chairs for 2016:** Committee chairs for 2016 and slate of officers is discussed along with the need for a succession plan. Chuck Barton and Kurt Jaeger are set to come off the board this year with Jeff Byrne the following year. All will be voted on by December and established before going public with more discussion following on advisory roles.
- 4) **Conflict of Interest Policy:** Committee will review guidelines received from ABO along with EDC Policy adopted in 2011. Briefly mentioned is not having elected officials on board in 2011. Jeff will ask Matt Fuller to review document; revisions to be completed for 2016.
- 5) **Adjournment:** Upon no further business Chairman Jeff Byrne adjourns the meeting at 8:47 a.m.