

To: *EDC Board Members*

Re: *Minutes of December 15, 2015 Regular Monthly Meeting of the Board of Directors*

*Present:* Chuck Barton – Chairman  
Arleen Girard – Treasurer & Chair of Audit & Finance Committee  
Judy Calogero – Representative, City of Glens Falls  
Dr. Kris Duffy - Director  
Mitch Amado, Director  
Kurt Jaeger - Director  
Jeffery Byrne – Secretary, Chair Governance Committee  
John Strough – Representative, TOQ  
Harold “Bud” Taylor, Representative, Warren County

*Absent:* Chris Barden – Vice Chairman  
Matt Fuller - Director

*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 December 15, 2015 the Board of Directors for the Economic Development Corporation met in the 3<sup>rd</sup> Floor Training Center at Glens Falls National Bank located at 234 Glen Street 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:** Chairman Chuck Barton called the meeting to order at 8:00 a.m.

**II.** **Approval:**

- Regular Monthly Meeting Minutes November 17, 2015

A motion is made by Judy Calogero, seconded by Bud Taylor and carried unanimously to approve the Regular Monthly Meeting Minutes November 17, 2015.

**III.** **Financial Update:**

- **Approval of November Financials & Payment of Bills:** Jennifer Switzer provides an update on EDC’s monthly report stating nothing is out of the ordinary and EDC is in good financial position. She reviews the statement of activities for November along with check detail listing for the month. Briefly discussed is background on the Adirondack Regional Business Incubator; EDC took over administration of the business portion of project that ran out of cash but is still there. Ed Bartholomew provides additional details.

A motion is made by Judy Calogero, seconded by Jeff Byrne and carried unanimously to approve the November Financial & Payment of Bills 11/1 – 11/30.

**IV. Reports of Committees: Governance Committee Report:** Governance Committee Chair Jeff Byrne reports on items discussed at the December 10<sup>th</sup> Governance Committee Meeting. The committee endorsed Jim Siplon of JUST Beverages to serve as a new board member and member of the Finance Committee commencing January 1, 2016. Proposed 2016 committee members include:

**Finance Committee**

- Mitch Amado - Chair
- Judy Calogero - Member
- Jim Siplon - Member
- Arleen Girard - Ex-Officio

**Governance Committee**

- Matt Fuller - Chair
- Jeff Byrne - Member
- Chris Barden - Member
- Kris Duffy – Member
- Arleen Girard – Ex-Officio

A motion is made by John Strough, seconded by Arleen Girard and carried unanimously for approval of Jim Siplon as a new EDC board member along with proposed committee member structure presented.

The Conflict of Interest Policy is being revised with red-line version to come out in next couple of weeks.

**V. President & CEO Report:**

- Strategic Plan Update
- Approve Camoin Associates, Inc. /Tucker Strategies proposal to undertake strategic plan at cost not to exceed \$50,000.

Ed briefed the board on broadband meeting in Albany Kevin Geraghty asked him to attend today. He thanks all for support of Holiday Mixer with 150 guests. EDC’s 2016 Outlook Breakfast is scheduled for Thursday, January 21, 2016 at Great Escape Lodge with U.S. Congresswoman Elise Stefanik and President & CEO Heather Briccetti, Esq. as guest speakers. EDC has already received sponsorship support.

Ed refers to revised proposal for strategic plan. A discussion follows on cost. Chuck opined a nicely proposed proposal and good stepping stone for board and staff in 2016.

A motion is made by Judy Calogero, seconded by Arleen Girard and carried unanimously to approve Camoin Associates, Inc. /Tucker Strategies final scope of strategic plan at cost not to exceed \$50,000 for 2015. Ed will contact Mike Tucker or Rob Camoin regarding payment schedule.

EDC is in good positon for 2016. Ed thanks Chuck Barton for his time served as Chairman along with Kurt Jaeger who is coming off the board. Arleen Girard is wished good luck as incoming Chair.

**VI. Other Business**

**Resolutions:**

- Approving 2016 Personnel Salary schedule - to be discussed in Executive Session.

**VII. Next Meeting:** Tuesday, January 19, 2016 – 8:00 a.m. EDC Regular Monthly Meeting of the Board of Directors at EDC Offices located at 234 Glen Street, Glens Falls unless otherwise notified.

**VIII. Adjournment/Executive Session:** Upon no further business to come before the EDC Board a motion is made by John Strough, seconded by Judy Calogero and carried unanimously at 8:17 a.m. for Executive Session for discussion of personnel issues. EDC Staff and Maury Thomson exit the meeting.