

To: ***EDC Board Members***

Re: ***Minutes of June 17, 2014 Regular Monthly Meeting of the Board of Directors***

Present: Chuck Barton – Chairman
Chris Barden –Secretary
Jeffery Byrne – Chair Governance Committee
Mike Borgos – Director
John Strough – Representative, TOQ
Harold “Bud” Taylor, Representative, Warren County
Judy Calogero, Representative, City of Glens Falls

Absent: Kurt Jaeger – Vice Chairman
Arleen Girard – Treasurer & Chair of Audit & Finance Committee
John Wheatley, VP/Deputy CEO

Guest: Maury Thompson, Business Writer, *Post-Star*

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

On June 17, 2014 the Board of Directors for the Economic Development Corporation met in the Conference Room at EDC Offices 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 7:58 a.m. and acknowledges Arleen Girard and Kurt Jaeger’s absence due to the ARCC Chamber Breakfast Meeting this morning. John Wheatley is representing EDC at the breakfast.

II. **Approval:**

- Regular Monthly Meeting Minutes April 22, 2014

A motion is made by Mike Borgos, seconded by Chris Barden and carried unanimously to approve the Regular Monthly Minutes April 22, 2014.

III. **Financial Update:**

Approval of April/May Financials: Director of Finance/CFO Jennifer Switzer reports April Financials were forwarded to all members of the Board and outside fixed costs there is not a lot of material with either over budget or under budget items. May does not include all invoices for Annual Luncheon. EDC is in good fiscal position with another service contract to be discussed later in meeting. Second invoices for

membership have been sent out with membership renewals better than expected. Staff continues to work on membership campaign with Board of Directors and Advisory Group to assist after, if needed, along with tourism summit in the fall. A discussion follows on making \$10-12,000 in the past, changes in membership program and need to set goals for event during the budget process. A motion is made by Judy Calogero, seconded by John Strough and carried unanimously to approve the April/May Financials.

IV. Reports of Committees: CFO Jennifer Switzer states the Audit & Finance Committee does not have anything new to report. Governance Committee Chair Jeff Byrne expresses the Product Improvement Committee met the past month to discuss a new name for committee and will come back to this board once a decision is made. This committee also plans to discuss new officers for next year. Briefly discussed is need to work on the future of HRLDC the second half of this year.

V. President/CEO Report: The HRLDC sub-committee will meet with Justin Miller of Harris Beach within the next week to discuss options on the future of HRLDC. Ed thanks all for attending the EDC Annual Luncheon on May 16th and talks about a different focus and plans for new focus next year. The video prepared by Pepe Productions will be available on flash drives once order is delivered. Ed mentions the Planning and Zoning Forum scheduled in the fall of 2014. The Advisory Group will be contacted for assistance of a Tourism/Hospitality Summit the end of this year. Ed recognizes the appointment of Andrew Meader of Great Escape to the Governor's Capital Region Economic Development Committee. He speaks of Jen's reference to a new service provider agreement between Bolton Local Development Corporation (BLDC) and EDC Warren County. The BLDC shall pay approximately 50% for services provided by EDC for the period July 1, 2014 – December 31, 2014. The budget process is scheduled to begin soon. Ed will request an Executive Session to discuss real property once this meeting concludes. The CFA process and applications along with focus is discussed. EDC and Warren County jointly applied for state funding for a feasibility study of how Saratoga and North Creek Railway can improve freight service by improving connections with other rail lines and freight terminals. Chuck agrees connectivity is an issue. Among other CFA applications prepared by EDC included a funding request for Empire State Development Strategic Planning Economic Feasibility Study for consideration of NY Ski Museum and Skiing Hall of Fame to be located in North Creek. CFA announcements are scheduled for October with letters being awarded in November with drawdown following. John Strough attended Congressman Owens' Workshop on International Trade and speaks of hurdles to get through to expand to international level; not just local. He feels the workshop was worthwhile for everyone and Ed feels credit should be given to Congressman in keeping up workload. Ed announced an EDC inquiry found 39 companies in Warren, Washington and northern Saratoga counties sell products to customers in Canada, primarily in Quebec. Once primaries are over Ed will provide an overview of economic issues to be sent to all. Perhaps the Advisory Board and Board of Directors can be involved. Chuck felt Congressman Owen's session was such a good session it should have been recorded. A brief discussion follows.

VI. Summer Schedule: No Meeting on August 19, 2014 due to summer vacations. Next Regular Monthly Meeting is scheduled for Tuesday, July 15 at 8:00 a.m. at EDC Offices unless otherwise notified.

VII. Other Business:

- Authorization for Chairman to Sign Administrative Contract with Bolton Local Development Corporation (BLDC) July 1, 2014 – December 31, 2014.

A motion is made by Ed Bartholomew, seconded by Judy Calogero and carried unanimously to authorize EDC's Chairman Charles Barton to Sign Administrative Contract with Bolton Local Development Corporation (BLDC) for the period July 1, 2014 – December 31, 2014.

VIII. Adjournment: Upon no further business to come before the EDC Board Chairman Chuck Barton requests Executive Session at 8:28 a.m. to discuss potential projects and businesses. Maury Thomson of the *Post-Star* exits the meeting. Executive Session concludes at 8:50 a.m.