

To: **EDC Board Members**

Re: **Minutes of May 19, 2015 Regular Monthly Meeting of the Board of Directors**

*Present:* Chuck Barton – Chairman  
Arleen Girard – Treasurer & Chair of Audit & Finance Committee  
Chris Barden – Secretary  
Mitch Amado, Director  
Jeffery Byrne – Chair Governance Committee  
Judy Calogero – Representative, City of Glens Falls  
Matt Fuller, Director  
John Strough – Representative, TOQ  
Harold “Bud” Taylor, Representative, Warren County

*Absent:* Kurt Jaeger – Vice Chairman  
Dr. Kris Duffy - Director

*Guest:* Maury Thompson, *The Post-Star*

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

On May 19, 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. and welcomed new board members Mitch Amado and Matt Fuller. Dr. Kris Duffy and Kurt Jaeger were unable to attend; Arleen Girard is expected to be present. Chuck turns the meeting over to EDC’s Governance Committee Chair Jeff Byrne for appointment of Officers and Committee Members.

**II.** **Appointment of Officers:**  
A motion is made by John Strough, seconded by Judy Calogero and carried unanimously to appoint the following Officers:

Chairman	Charles Barton
Vice Chairman	Chris Barden
Secretary	Jeffery Byrne
Treasurer	Arleen Girard
Chief Executive Officer	Edward Bartholomew
Acting Secretary	Elaine Behlmer
Chief Financial Officer	Jennifer Switzer

**III. Appointment of Committee Members:**

A motion is made by Bud Taylor, seconded by Judy Calogero and carried unanimously to appoint the following Committee members:

**Audit & Finance:**

Chairwoman	Arleen Girard
Member	Kurt Jaeger
Member	Mitch Amado

**Governance:**

Chairman	Jeffery Byrne
Member	Matt Fuller
Member	Dr. Kristine Duffy

**IV. Approval:**

- Regular Monthly Meeting Minutes April 21, 2015
- 2015 EDC Member Annual Meeting Minutes May 8, 2015

A motion is made by John Strough, seconded by Jeff Byrne and carried unanimously to approve the Regular Monthly Meeting Minutes April 21, 2015 and Member Annual Meeting Minutes May 8, 2015.

**V. Financial Update:**

- **Approval of April Financials & Payment of Bills:** Jennifer Switzer refers to packet of monthly financials distributed prior to the meeting and highlights page containing summary. She states there is nothing out of the ordinary with balance sheet and accounts payable. In reviewing the Statement of Activities for April and Year to Date Budget vs. Actual she informs all the majority of material difference between actual and budget is due to timing. She speaks of membership invoices being mailed in January, opportunity to pay online for luncheon tickets with new software and plans for updating of hardware and software going forward along with reimbursement of personnel fees for Adirondack Gateway temp. Jennifer refers to the EDC check detail for the month of April included for approval. A discussion follows on changes with HRLDC and designation of funds with the intent to have all closed out by July. Bob Ryan has been contacted regarding outstanding issues. A draft has been sent to Attorney General's Office; final documents to follow. Mitch Amado requests a review of financial statements and acronyms. Jennifer will schedule a meeting with Mitch Amado. A motion is made by Jeff Byrne, seconded by Chris Barden and carried unanimously to approve the April Financials & Payment of Bills 4/1—4/30/15.

**VI. Reports of Committees:**

**Audit & Finance Committee:** There is nothing else to report. All has been wrapped up with ABO and year end audit.

**Governance Committee:** Jeff Byrne reports there will be a meeting scheduled in June for the Governance Committee. He thanks EDC staff for assistance in getting Members at Member Meeting.

**VII. President & CEO Report:** Ed Bartholomew welcomes EDC new board members, states he is looking forward to working with them and thanks the board and staff members John,

Elaine and Jennifer for good success of luncheon. He speaks of good direct and interactive presentation at EDC's Annual Luncheon with Dr. John Ruge and Dianne Shugrue as guest speakers and states healthcare provides a good economic engine with Hudson Headwaters Health Network and Glens Falls Hospital with the Hospital being the largest employer in the area. Ed was delighted both CEO's did a collaborative presentation. In an effort to continue promotion of all of Warren County EDC will be hosting an event at the request of Empire State Development and the Governor's Office on Friday, June 26<sup>th</sup> at Fort William Henry regarding the Consolidated Funding Application (CFA) process recognizing the need to reach out to other areas. The deadline for applications is July 31<sup>st</sup>. Ed next speaks of EDC's effort as partner of Adirondack Gateway Council (AGC). The grant is coming to a close with various meetings held in area and goal being a final report for CFA process concentrating on cell coverage and broadband along with infrastructure specifically wastewater treatment plant in in Queensbury to Kingsbury and Moreau and how it will operate. Other topics briefly discussed in Ed's CEO Report include meeting this Friday regarding cell tower co-location to save money and be more efficient, micro grid application being looked at by Glens Falls Hospital, meeting with Front Street Development in North Creek, Gourmet Cafés 10 year anniversary, Fountain Square Outfitters 4<sup>th</sup> anniversary and parking garage structure being underway with a new website at [www.gfhduson.com](http://www.gfhduson.com). Ed speaks of plans underway for EDC's Fall Planning and Zoning Conference in October and mentions Omar Usmani's nomination in the *Business Review* for 40 Under 40. (Arleen Girard enters the meeting). A discussion follows on what can be done in advance of CFA process and plans for the Capital Region to do one joint application for region. Each county will provide conceptual connectivity to the region as a whole. The Governor is looking for a major initiative although guidelines and regulations have not yet been defined. Judy requests Ed forward link to all for consultant the Capital Region Economic Development Council has hired to assist in planning and forming an application for the multi- regional competition along with a link to Buffalo's plan. The consultant is McKinsey and Company.

Chuck requests an update on EDC's Strategic Plan be presented at next meeting.

### **VIII. Other Business:**

- **Support of Peckham's Application for Medical Marijuana at Chestertown site.** This topic was discussed briefly at last meeting. The Peckham family is in the process of filing application in Chestertown site. A motion is made by John Stough, seconded by Judy Calogero and carried unanimously in support of Peckham's Application for Medical Marijuana at Chestertown site. Warren County has already adopted a resolution in support. A brief discussion followed on availability of application, template and guidelines. Normally a funding application is not available but regulations are. EDC will do a letter of support.
- **AGC Reimbursement to EDC for Keena Services.** AGC's reimbursement to Keena being properly defined for new staff member doing work for AGC with termination of position at the end of June is discussed. This position will be full time the next two weeks and received approval from AGC yesterday. Staff person is an EDC employee.
- **Bi-County Loan Fund – loan loss reserve.** A recommendation is being considered for a loan loss reserve for the bi-county loan fund with all being finalized with banks.

Total loan is up to \$50,000. More information will follow and discussed at next meeting with resolution restricting fund balance. Loan funds have not been activated and are not on EDC books. Matt Fuller and Dr. Kris Duffy will be included in meeting with Mitch Amado and Jennifer Switzer.

**IX.** **Next Meeting:** Tuesday, June 16, 2015 – 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.

**X.** **Adjournment:** Upon no further business to come before the EDC Board Chairman Chuck Barton called for an Executive Session for specific personnel purposes at 8:37 a.m. EDC Staff along with Maury Thompson exit the meeting.