

To: ***EDC Board Members***

Re: ***(DRAFT) Minutes of January 19, 2021 Meeting of the Board of Directors***

***Present:*** Matt Fuller, Esq. – Chair  
Chris Barden – Vice Chair  
Judy Calogero – Secretary  
Laura Ladu – Director  
Alex Rotolo – Director  
John Strough – Representative, TOQ  
Dr. Kristine Duffy – Representative SUNY Adirondack – Chair of Governance  
Mike Pratt – Director  
Mitch Amado – Treasurer & Chair of Audit & Finance Committee

***Guests:*** Kristy Alexander – WorkSmart  
David Dammerman – WorkSmart  
Andrea Palmer – Lake Champlain Lake George Regional Planning Board  
Stephen Thurston – FootHills Business Daily

***Staff:*** Jim Siplon, Interim President  
John Wheatley, Vice President  
Lisa Daly, Interim Bookkeeper  
Linda Oldenburg, Economic Development Coordinator

On January 19, 2021, the Board of Directors for the Economic Development Corporation met via zoom meeting for a Board of Directors Meeting at 8:00 a.m. The following items of business were discussed:

- I.** **Welcome & Call to Order:** Chair, Matt Fuller welcomed everyone and called the meeting to order and took roll call at 8:00a.m. Chair Fuller took a few moments to talk about the passing of Ron Newell.
- II.** **Approval:** Approval of Board Meeting held December 15, 2020. All minutes were forwarded to the board for review and approval prior to meeting. A motion is made by Representative John Strough, seconded by Director Laura Ladu and unanimously approved.
- III.** **Financial Update :** Treasurer Mitch Amado stated there was a finance committee meeting last week, December 2, 2020. As you can see on the agenda there was a lot discussed. There are several items that need approval, but we didn't have a quorum at the meeting. President Siplon stated that since there wasn't a quorum the November financials will need to be approved by the board and a resolution will be added. Both Treasurer Mitch Amado and President Siplon went on to say that we continue to spend below budget for the year nothing extraordinary in the financials.
- IV.** **Reports & Committees:** Committee Chair Dr. Duffy reported committee met on December 8<sup>th</sup>, 2020, although it was a small group, one thing we did complete is updating the board evaluations tools that will be rolled out to the board early 2021. We looked at the questions to make sure they are still

appropriate and apply to our business and added two new ones one around board membership and its relationship to industry. The EDC staff will send out, collect and collate the evaluations in early 2021.

**V. President/CEO Report:** Interim President Jim Siplon turned the meeting over to VP John Wheatley for an update on broadband. VP Wheatley updated all that Project one, which is the inventory update has been collected and is complete. That includes all the fiber optic cabling, coax, central remote terminal locations, wire boundaries, wireless towers. Project two, known as the BAAT (survey and service assessment) is underway with the kickoff meeting was held prior to Thanksgiving with ECC, EDC and the County. This will run from January to April, then it will be compiled along with Project Three which is combining all projects together, getting ready for the grants we anticipate including USDA and some other sources. SLIC Cabinet has licensing agreement in place, the Thurman Station terminal. A slab will be poured, and public event will be held to promote this and upcoming survey. President Siplon shared the EDC communications analytics around EDC website and social media updates. We are seeing much more activity and more frequency and much deeper dive on our Facebook account, and very encouraged by this. We've begun socializing these measures with key members of our community including our municipal entities. In general, there seems to be a lot of support for the things we've identified. We've had a deep discussion with CEG, the capital group that is part of now the Albany chamber that does some analytics work for us and has historically provided mostly labor related scorecard information to the EDC to see if we can expand the information we get and the sources that they're able to share with us. One of the areas we are exploring whether it's with CEG or others is to get access to cell phone data that would give us some information about migratory patterns, not only from a tourism standpoint but from a relocation standpoint as well. President Siplon then reviewed recent meetings with the county, Town of Queensbury and City of Glens Falls. Office Assistant Oldenburg discuss the process that was taken in receiving quotes for benefits being offered and comparing cost all vendors were evaluated by offerings, locations and responsiveness. Interim Bookkeeper Daly presented a policy change that was brought to the finance committee regarding obtaining a credit card for the organization. A policy and procedure were written outlining the use of the credit card.

**VI. Approved Resolutions:** A motion is made to move forward with approval of 2021 Salaries Motion was made by Dr. Kris Duffy and seconded by Laura Ladu and unanimously approved. A motion is made to move forward with approval of 2021 Benefit Contributions Motion was made by Dr. Kris Duffy and seconded by John Strough and unanimously approved. A motion is made to move forward with approval of Payroll/HR Administrator to GTM Motion was made by Matt Simpson and seconded by Mike Pratt and unanimously approved. A motion is made to move forward with approval of Benefit Administrator to Jaeger & Flynn. Motion was made by Laura Ladu and seconded by Judy Calogero and unanimously approved. A motion is made to move forward with approval Credit card policy Motion was made by Dr Kris Duffy and seconded by Mitch Amado and unanimously approved. A motion is made to move forward with approval of 2021 Holidays Motion was made by Dr. Kris Duffy and seconded by Mitch Amado and unanimously approved. A motion is made to move forward with approval 2021 meeting schedule Motion was made by Judy Calogero and seconded by Mike Pratt and unanimously approved. A motion is made to move forward with approval

November financials Motion was made by Mitch Amado and seconded by Dr. Kris Duffy and unanimously approved.

**VII.** **Other Business:** No other business

**VIII.** **Executive Session:**

**IX:** **Adjournment:** Upon no further business to come before the board, a motion is made by Laura Ladu seconded by Dr. Kris Duffy and carried unanimously to adjourn the meeting at 8:54 am.

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