

To: *EDC Board Members*  
Re: *Minutes of January 18, 2022, Meeting of the Board of Directors*

*Present:* Matt Fuller – Chairman  
Alex Rotolo – Vice Chair  
Mitch Amado – Treasurer & Chair of Audit & Finance Committee  
Laura Ladu – Secretary  
Mike Pratt – Director  
Kathy Muncil - Director  
Judy Calogero – City of Glens Falls Representative  
Andrea Hogan – Representative, Warren County  
Dr. Kristine Duffy – Representative SUNY Adirondack – Chair of Governance

*Absent:* Chris Barden – Director  
Andrea Hogan – Representative, Warren County  
John Strough – Representative, TOQ

*Guests:* David Dammerman – WorkSmart  
Kristy Alexander – WorkSmart  
Steve Thurston – Foothills Business Daily

*Staff:* Jim Siplon - President  
John Wheatley - Vice President  
Lisa Daly – Outgoing CFO  
Linda Oldenburg - Economic Development Coordinator  
Amy Potter – Marketing & Communication Director  
Diane Dumouchel – Finance/Compliance Director

On January 18, 2022, the Board of Directors for the Economic Development Corporation met via zoom for a Board of Directors Meeting at 8:00 a.m. The following items of business were discussed:

**I.** **Welcome & Call to Order:** Chairman Fuller welcomed everyone and called the meeting to order and took roll call at 8:03 a.m.

**II.** **Financial Update:** Committee Chair Amado stated he couldn't make the audit and finance committee meeting and turned it over to outgoing CFO Daly and EDC President Siplon. President Siplon provided status on the cash receipts outstanding speaking with Ryan at the County. He believes the check is working its way through their accounting system and should be paid within the next two weeks. On the Town of Queensbury, the contracts have been sent over in editable form, and the Town will present to their board.

**III.** **Reports & Committees:** Representative SUNY Adirondack/Chair of Governance Duffy stated we met last week. There will be some updates to your binder soon from Linda. The committee had a discussion on FOILS/FOILS appeals process. Dr. Duffy proceed with update on board openings. There is a resolution in the packet, a carryover from our discussion in December about updating the bylaws, just to reflect that we will follow whatever the current open meeting law requirements are.  
**President/Staff Report:** President Siplon introduced Diane Dumouchel EDC new Finance/Compliance Director. President Siplon went on to discuss being in the final stages of developing the scorecard for the year. Each one of the major areas of focus for the organization will have a macro measure associated with it. VP Wheatley reviewed his idea on a measurement around broadband percentage of households with internet and second metric would be the average speed

test. Communication Director Potter spoke regarding having a metric around workforce how that evolves with housing, job openings. President Siplon said part of this goal of building a scorecard is to share with the public where we stand on some of these key areas that are strategic in terms of growing and sustaining our local economy for the long term. There will also be a set of internal measures, specific to the EDC which we will report to the board on at every meeting. At every meeting there will be an active FOIL log, any inquiries that are coming to us from a compliance standpoint. There will also be a deliverable associated with the meetings, when they are scheduled and noticed, when the agenda goes out, and when the draft minutes need to be posted by. There will be tracking of membership around total membership and new members, a breakdown financially and show the board where we stand against membership goals. VP Wheatley mentioned in board packet you have the final proposals from the two locations we are looking for our new space, which is our current location but on the 3<sup>rd</sup> floor or South Street location. President Siplon spoke about the current landlord has someone who wants to rent the space we currently occupy; we are looking for the board to discuss as a decision needs to be made this month.

**IV.** **Approved Resolutions:** December EDC BOD Minutes, December 2021 Financials, Open Meeting Law By-laws Resolution motioned by Director Muncil and seconded by Secretary Ladu all approved with an unanimously roll call vote. EDC Office Relocation to South Street Resolution motioned by Director Calogero and seconded by Vice Chair Rotolo all approved with an unanimously roll call vote.

**V.** **Other Business:**

**VI.** **Executive Session:**

**IX:** **Adjournment:** Upon no further business to come before the board, a motion is made by Director Pratt seconded by Director Muncil and carried unanimously to adjourn the meeting at 9:02 am.