

To: *EDC Board Members*
Re: *Minutes of October 19, 2021, Meeting of the Board of Directors*

Present: Matt Fuller – Chairman
Mitch Amado – Treasurer & Chair of Audit & Finance Committee
Laura Ladu – Secretary
Mike Pratt – Director
Kathy Muncil - Director
John Strough – Representative, TOQ
Dr. Kristine Duffy – Representative SUNY Adirondack – Chair of Governance

Absent: Alex Rotolo – Vice Chair
Chris Barden – Director
Judy Calogero – City of Glens Falls Representative
Andrea Hogan – Representative, Warren County

Guests: David Dammerman – WorkSmart
Kristy Alexander – WorkSmart
Andrea Palmer – TD Bank

Staff: Jim Siplon - President
John Wheatley - Vice President
Lisa Daly - CFO
Linda Oldenburg - Economic Development Coordinator
Amy Potter – Marketing & Communication Director

On October 19, 2021, 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 8:02 a.m.
- II.** **Approval:** Approval of Board minutes held September 21, 2021, all minutes were forwarded to the board for review prior to meeting. A motion was made by Director Muncil seconded by Representative SUNY Adirondack Dr. Duffy and unanimously approved.
- III.** **Financial Update:** Secretary Ladu made a motion to approved September 2021 financials, seconded by Committee Chair/Board Treasurer Amado, and unanimously approved.
- IV.** **Reports & Committees:** Committee Chair Amado reviewed October 13th AF committee meeting acknowledge the change in the format of the financials, then went through areas of expense over budget including personnel and marketing and then acknowledge the offsetting line-item savings in corresponding accounts. Governance Committee there was not October meeting.
- V.** **President/Staff Report:** VP Wheatley reviewed Warren County Broadband progress over the last 12 months highlighting more than 1700 addresses connected over approx. 200 miles of fiber and primarily in northern western towns in Warren County. VP Wheatly also reviewed the areas covered by the recent NTIA Broadband Grant including Warren and five other north country counties.

Director Potter updated the group on housing working group highlighted the upcoming November 3rd housing forum. The “ED” was a great success raising nearly \$10K for the internship fund. Director Potter also gave an update on Membership and needed for continued Board involvement.

Coordinator Oldenburg provided update on digitization. Recent work included digital capture of more than five boxes related to the City that were releases upon there successful capture.

President Siplon then provided an updated on recent WCLDC loan applications, new business inquiries and existing business expansion. The EDC budget and financial submission was summarized, and areas of proposed investment discussed. A request was made for greater detail on meeting, event, and office expenses. We gave a commitment to the board to supply this information requested by the end of the week. Finally, the contracts with the WCLDC, County and Town of Queensbury were reviewed and presented for approval.

VI. **Approved Resolutions:** Warren County Contract to EDC motioned by Director Muncil and seconded by Secretary Ladu all approved by roll call vote.

WCLDC Contract to EDC motioned by Secretary Ladu and seconded by Director Pratt all approved by roll call vote.

Queensbury Contract to EDC motioned by Representative SUNY Adirondack Duffy seconded by Director Muncil all approved by roll call vote.

VII. **Other Business:**

VIII. **Executive Session:**

IX: **Adjournment:** Upon no further business to come before the board, a motion is made by Director Muncil seconded by Director Pratt and carried unanimously to adjourn the meeting at 9:05 am.