

To: **EDC Board Members**

Re: **Minutes of December 15, 2020 Meeting of the Board of Directors**

Present: Matt Fuller, Esq. – Chair
Laura Ladu – Director
John Strough – Representative, TOQ
Matt Simpson – Representative, Warren County
Dr. Kristine Duffy – Representative SUNY Adirondack – Chair of Governance
Mike Pratt – Director
Mitch Amado – Treasurer & Chair of Audit & Finance Committee

Phone: Judy Calogero – Secretary

Absent: Chris Barden – Vice Chair
Alex Rotolo – Director

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

Staff: Jim Siplon, Interim President
John Wheatley, Vice President
Lisa Daly, Interim Bookkeeper
Linda Oldenburg, Office Assistant

On December 15, 2020, 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 at 8:00a.m.
- II.** **Approval:** Approval of Board Meeting held November 17, 2020. All minutes were forwarded to the board for review and approval prior to meeting. A motion is made by Director Laura Ladu, seconded by Director Mike Pratt 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. We didn't have a quorum at the meeting. I will ask Jim Siplon and Lisa Daly to take it from here. 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. 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 8th, 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.

V. President/CEO Report: Interim President Jim Siplon turned the meeting over to VP John Wheatley for an update on broadband. VP Wheatley stated Project one, which is the inventory update. All primary research field data has been collected and is complete. That includes all the fiber optic cabling, coax, central remote terminal locations, wire boundaries, wireless towers. That's all been charted and all categorized. The secondary research is also complete in this project which is all the data that came from the FCC, the 10 MB, or 25 MB. Project two known as BAAT (survey and service assessment) kickoff meeting was held prior to Thanksgiving with ECC, EDC and the County which is very involved with this. We're defining the questions for the survey now, creating the website which ECC is doing. 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, this is the Thurman Station. A slab will be poured, and public event will be held to promote this and upcoming survey. President Siplon shared that the EDC communications front, this is a place of a lot of effort. President Siplon showed analytics around EDC website and social media updates. The overall chart tracks the total number of people that have been hitting our webpage over time. As you can see, we are seeing much more activity and more frequency and much deeper dive on our Facebook account. We are very encouraged by this. We're getting some interesting feedback in dialogue on LinkedIn from some of the things we've done. We have seen increased activity on our website, we're trying to figure where it's all coming from. 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 discussed 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. President Siplon

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 Stough 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 Calegero 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.