

To: **EDC Board Members**
Re: **Minutes of January 21, 2020 Meeting of the Board of Directors**

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

Absent: John Strough – Representative, TOQ
Matthew Simpson-Representative, Warren County

Guests: Dr. Doug Huntley, retiring Queensbury Superintendent of schools
Kyle Gannon, newly appointed Queensbury Superintendent of schools

Staff: Ed Bartholomew, President/CEO
John Wheatley, Vice President
Lisa Daly-Interim Bookkeeper

On January 21, 2020, the Board of Directors for the Economic Development Corporation met in the Adirondack Room on the 2nd Floor at EDC Offices located at 333 Glen Street, Suite 101 in Glens Falls, New York for its Regular Monthly 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 8:00 a.m.

President/CEO Ed Bartholomew thanked Dr. Doug Huntley for his service and wished him well in his retirement and welcomed Kyle Gannon to his new position. Presentation was then given by Dr. Huntly and Kyle Gannon. They stated how well the programs they have established are doing and appreciate the involvement of our local businesses. The International Baccalaureate program is a rigorous course of study that prepares students to succeed in college and to effectively participate in an increasingly global society. The program helps students become confident learners and critical thinkers. The F1Visa Program allows high school aged students from around the world to experience education in Queensbury School District while living with host families in the area. The students can participate in academic programs as well as enjoying fine arts events and joining athletic courses and sports teams. The Internship Program involves our students working with area businesses in their field of study to have more of a hands-on approach to leaning.

II. **Approval**

- Approval of Regular Monthly Meeting Minutes, December 17, 2019 and approved separately Audit & Finance Meeting Minutes attached [herein](#): and [herein](#):

All minutes were forwarded to the board for review and approval prior to the meeting. A motion is made by Dr. Kris Duffy, seconded by Jim Siplon and unanimously approved.

III: **Financial Update:** Mitch Amado

- Approval of December Financial Statements and Payment of Bills detail

The decrease in revenue is offset by the expenses. Payables look good. Lisa Daly, Interim Bookkeeper, reviewed the December Financial report with the board

A motion to approve December Financials and Payment of Bills detail is made by Mike Pratt, seconded by Judy Calogero and unanimously approved.

IV: **Reports of Committees:**

Audit & Finance: Next meeting is Friday January 24th, 2020. Need to reach out to members for payments. Letters will go out asking for membership before an invoice is generated. Need to adjust 2020 budget to reflect monies owed and billed from 2019 that will be recorded in 2020.

Governance Committee: Nothing to report

Alex Rotolo and Judy Calogero leave the meeting at 9:00
Mitch Amado leave the meeting at 9:10

V: **President & CEO Report:** EDC President & CEO Ed Bartholomew presented his power point presentation as attached [herein](#): Ed discussed the EDC Outreach meetings he has been having with Warren County towns. He acknowledged Governor Cuomo for the \$9.4 million in additional funding to replace the Lake George Sewer Plant. A list of 2020 Goals and Objectives for the EDC was given in the presentation. The EDC 2020 Outlook Breakfast is scheduled for 2/26/2020 at the Queensbury Hotel. President/CEO Bartholomew then had a discussion on the overall content of the

strategic plan. The county is considering developing a strategic plan and the question is, can components of the county plan be incorporated into the EDC plan. The consensus was that the county can provide input into the EDC plan; however the scope of the county strategic plan extends beyond the strategic plan of the EDC.

VI: **Approval of Resolutions:**

•Approval of 2020 Investment Levels

Titanium: \$4,000

Platinum: \$2,500

Gold: \$1,000

Silver: \$500

A motion to accept 2020 Investment levels is made by Dr. Kris Duffy, seconded by Laura Ladu and unanimously approved.

• Approval of 2020 Employee SEP Contributions

Item was deferred until February 25th, 2020

•Approval of 2020 Salaries

Item was deferred until February 25th, 2020

•Approval of 2020 Health/Dental Insurance Contributions

Item was deferred until February 25th, 2020

•Approval authorizing CFO to transfer Marketing Members from Active to Inactive unless EDC is in receipt of payment by February 29th, 2020. Listing Attached

Item was deferred until February 25th, 2020

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

VIII: **Next Meeting:** Tuesday, February 25, 2020 at 8:00 a.m.- EDC Regular Monthly Meeting of the Board of Directors in the Adirondack Room on the 2nd Floor at EDC's offices located at 333 Glen Street, Suite 101, Glens Falls, NY unless otherwise notified.

IX: **Executive Session:** No Action Taken.

X: **Adjournment:** Upon no further business to come before the board, a motion is made by Dr. Kris Duffy, seconded by Mike Pratt, and carried unanimously to adjourn the meeting at 9:20.