



Choose Columbia

Columbia Economic Development Corporation

MINUTES

Minutes for the meeting of Columbia Economic Development Corporation and the Columbia Development Leasing Board of Trustees held at 4303 Route 9, Hudson, New York, **Tuesday**, September 24, 2013 at 8:30am.

<u>ATTENDANCE:</u>	<u>MEMBERS EXCUSED:</u>	<u>REPRESENTATIVES:</u>	<u>STAFF:</u>
Jim Campion	Mary Bartolotta	John Porreca	Nancy Costine
Tom Cappadona	Bill Better		Lisa Drahushuk
David Colby	Rick Bianchi	<u>PUBLIC:</u>	Ken Flood
David Crawford	Bruce Bohnsack	Supervisor Ellen	Martha Lane
Bruce Finn	Paul Colarusso	Thurston	Carol Wilber
Don Kline	Greg Fingar	Nathan Mayberg	
Sharyn Richards	David Ginsberg		
Colin Stair	Patrick Grattan		
Sarah Sterling	James Reynolds		
Michael Vertetis	Robert Sherwood		
	Scott Wood		

Mr. Crawford called the meeting to order at 8:31 a.m.

Minutes:

Mr. Crawford asked if there were any changes in the previously distributed minutes of August 27, 2013. With no changes, Mr. Finn made the motion to approve the minutes as presented. Mr. Kline seconded the motion, which passed unanimously.

Budget:

Mr. Flood informed the Board that he was following a timeline set up by the County for the budget submission. He stated he had attended the County Economic Development Committee, where he had submitted the request. He noted Chairman Grattan had requested a 5% reduction in all budget requests. Mr. Flood stated he had complied by requesting \$437,000. He stated he would continue to go through the County budget process, and would bring a budget reflecting the request to the Executive Committee for their recommendation to the full CEDC Board. He stated the request would be brought to the full Board meeting in October and would be submitted in the PARIS system by October 31st.

ABO Visit:

Mr. Flood stated the Authority Budget office had requested a meeting regarding CEDC and the CRC. He stated they had stated they were interested in understanding what local development Corporations did in general and how they spent their money. Mr. Flood noted that they had visited the office twice and were asking for clarification and further information. He noted they have been focused on deposits and expenses. They have informed him that they anticipate finishing in a couple of weeks and will send a draft report for CEDC and CRC's review.

Marketing Update:

Ms. Wilber stated visits to 15 towns had been completed and she gave an overview of the visits. She stated she hoped to continue the town visits after the initial tour. She noted that she had designed a banner for the Columbia County Fair, which had been installed in a prominent place. She stated that all creative work was being done in-house, including the ads for the Register Star and the Chamber guide. She stated she had ordered an additional 200 rack cards for the Microbusiness program after the first 200 had been distributed. She stated she had ordered pens for marketing handouts. Mr. Flood stated the visits had been well received by the supervisors and leads had been generated.

Authority Budget Office Requirements:**Mission Statement & Measurements Report:**

Mr. Flood noted that changes had been made to the Mission Statement/Measurements Report as requested by the Board at the August meeting. He noted the document would be sent to the ABO. Mr. Kline made a motion to approve the document as presented. Mr. Campion seconded the motion, which passed unanimously.

Confidential Evaluation of Board Performance:

He asked the Board members to complete the evaluation and return it to Mrs. Draushuk for compilation. He noted the responses would be kept confidential.

Legal, Audit Requests for Proposals:

Mr. Flood stated no RFP's for these services had been issued since he had been at the County. He stated he wanted to send these out soon. He noted that CEDC will have to form an audit committee in the coming year, but stated the whole Board would be reviewing the audit proposals and selecting an auditor for the current year.

Other Business:**Business Assistance:**

Mr. Porreca stated he was working on a new operator for the former Local Ocean building. He stated he was speaking with Atlantic Cape Fisheries who may be interested in raising oysters, scallops and salmon. He stated the owner of the property, Mr. Spielman was reducing the current inventory.

Mr. Flood stated Hudson Valley Creamery would be starting a second shift and had hired a new President. He stated that he anticipated no announcements regarding the CFA's until December. Mr. Flood also stated that he had met with Peter Backland of Village Dodge who would be making improvements to the business.



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With no further business, Mr. Crawford called for a motion to adjourn the meeting. Mr. Vertietis made the motion, which was seconded by Mr. Cappadona. The meeting adjourned at 9:10am.

Respectfully submitted by Lisa Drahushuk