



Choose Columbia

Columbia Economic Development Corporation

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION NOTICE OF MEETING

Please take notice that there will be a meeting of the Columbia Economic Development Corporation Executive Committee held on May 20, 2016 at 8:30am, at 4303 Route 9, Hudson, NY 12534 for the purpose of discussing any matters that may be presented to the Committee for consideration.

Dated: May 13, 2016

Sarah Sterling

Treasurer

Columbia Economic Development Corporation

CEDC Executive Committee Agenda

Chairman:

Tony Jones

Members:

David Fingar

Sarah Sterling

Bob Sherwood

Colin Stair

1. Minutes, February 16, 2016*
2. Committees
 - a. Loan
 - b. Governance and Nominating
 - c. Audit and Finance
3. Strategic Planning

Attachments:

Draft Minutes February 16, 2016

* Action Required



DRAFT

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Columbia Economic Development Corporation

MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Executive Committee
Tuesday, February 16, 2016
4303 Route 9
Hudson, NY 12534

A regularly scheduled meeting of the Columbia Economic Development Corporation (CEDC) Executive Committee held at their offices located at 4303 Route 9, Hudson, NY 12534 on February 16, 2016. The meeting was called to order at 9:38AM by Tony Jones, Chairman.

Attendee Name	Title	Status	Arrived
David Fingar	Board Member	Present	
Tony Jones	Board Member	Present	
Robert Sherwood	Treasurer	Excused	
Colin Stair	Board Member	Excused	
Sarah Sterling	Secretary	Present	
Jim Champion	Board Member	Present	
Andy Howard	Counsel	Excused	
F. Michael Tucker	Interim President/CEO	Excused	
Lisa Drahushuk	Administrative Supervisor	Present	
Katie Kocijanski	Register Star	Present	

Minutes:

Mr. Sterling made a motion seconded by Mr. Fingar to approve the minutes of September 23, 2015. Carried.

Committees:

Mr. Jones outlined the committee assignments for the new board members as follows:

Audit and Finance: James Lapenn, Tish Finnegan, John Lee

Governance and Nominating: James Lapenn, Michael Polemis

Loan: John Lee, Triona Fritsch, Russell Bartolotta

Mr. D. Fingar made the motion seconded by Ms. Sterling to approve the assignments as outlined. Carried.

Strategic Planning:

Mr. Jones noted the board retreat had been held on February 12, with the public session scheduled for 2/26 at Columbia Greene Community College. He stated materials would be emailed to the signed up attendees. He stated attendees currently numbered 40 +/- . He stated a

questionnaire would be distributed via Survey Monkey to town boards, supervisors as well as other stakeholders.

Mr. Jones anticipated a draft working copy of the strategic plan by early March and expected it to be ready in time for approval at the March 29th Board meeting. He stated the draft would be discussed and a final presentation would be made at the CEDC annual members meeting on April 19th. He stated the plan would be presented to the County, but he was currently unsure which meeting.

President & CEO Search:

Job Description:

Mr. Jones stated the first draft of the job description had been distributed. Mr. Campion stated it was industry specific and comprehensive. Mr. Jones stated the bullet points would be reduced to 12 which would add clarity. Mr. Jones asked the committee's opinion on assigning a specific task to have the finalist complete in order to get a sense of their work product. The committee felt it would be a benefit to the Board. Mr. Jones stated a final edit would be done on the job description prior to presenting to the CEDC Board for approval and posting.

Mr. Jones stated the timeline continued to be aggressive in order to allow an overlap with Mr. Tucker. Mr. D. Fingar asked where the job would be posted. Mr. Jones stated it would be posted publicly and with economic development organizations. He noted the clear preference was for a local candidate with knowledge of the area.

With no further business, Mr. Fingar made a motion to adjourn the meeting, seconded by Ms. Sterling. Carried. The meeting adjourned at 10:00am.

Respectfully submitted by Lisa Drashuk