



# 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 February 16, 2016 at 9:30am, at 4303 Route 9, Hudson, NY 12534 for the purpose of discussing any matters that may be presented to the Committee for consideration.

Dated: February 10, 2016

F. Michael Tucker

Interim President/CEO

Columbia Economic Development Corporation

### **CEDC Executive Committee Agenda**

#### **Chairman:**

Tony Jones

#### **Members:**

David Fingar

Sarah Sterling

Bob Sherwood

Colin Stair

1. Minutes, September 23, 2015\*
2. Committees
  - a. Loan
  - b. Governance and Nominating
  - c. Audit and Finance
3. Strategic Planning
4. President & CEO Search
  - a. Job Description
  - b. Search Committee

#### **Attachments:**

Draft Minutes 9/23/15

\* Action Required



**DRAFT**

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**MINUTES  
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION  
Executive Committee  
Wednesday, September 23, 2015  
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 September 23, 2015. The meeting was called to order at 8:34AM by Tony Jones, President.

Attendee Name	Title	Status	Arrived
David Fingar	Board Member	Present	
Tony Jones	Board Member	Present	
Robert Sherwood	Treasurer	Absent	
Colin Stair	Board Member	Present	
Sarah Sterling	Secretary	Present	
Andy Howard	CEDC Attorney	Present	
F. Michael Tucker	Interim Executive Director	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Ed Stiffler	Economic Developer	Present	
Carol Wilber	Marketing Director	Present	9:15am
Roger Gilson	Register Star	Present	

**Executive Committee Charter:**

*A motion was made by Ms. Sterling and seconded by Mr. Fingar to recommend approval of the Executive Committee Charter to the full Board on 9/29/15. Carried.*

Mr. Jones stated the Executive Committee would set their regular meeting day as the Wednesday prior to the monthly full Board meeting. Mr. Tucker stated he would begin providing written reports to the Board of Supervisors and the CEDC Board in October.

**County Contract:**

Mr. Jones gave the Executive Committee a brief overview of the previous night's Columbia County Economic Development Committee meeting, noting the Economic Development Committee would recommend restoring CEDC's funding for 2015 and 2016 to the full Board at their October meeting. He stated the restoration of the funding was dependent upon the

extension till June 2016 of Mr. Tucker's contract as well as a repayment or segregation of the \$114,000 of the Ginsberg's.

He stated a new contract between CEDC and the County had been drafted and presented to the Economic Development Committee Chair, John Reilly. Mr. Jones stated he was hopeful the contract would be reviewed and returned to CEDC in time to be presented for approval to the CEDC Board at their October meeting.

Mr. Tucker stated the Committee had also requested the development of a strategic plan be a priority of CEDC. Mr. Tucker stated the strategic plan could be done with consultants building on the groundwork already in place and the input of community members.

**Bylaws:**

Mr. Jones stated the bylaws distributed were reviewed by the County Economic Development Committee with no changes suggested.

**Committees:**

**Loan:**

Mr. Tucker stated the Committee would need to vote on setting a regular meeting day, suggesting the Tuesday prior to the full CEDC Board meeting. He stated Ms. Lane would be sending a message to the CEDC Board prior to the Loan Committee Meeting asking if the Board members had conflicts. He stated the loan application now contained a question asking if the loan applicant knew any of the CEDC Board members. He noted staff was currently monitoring several loans due to past due payments.

**Governance and Nomination:**

Mr. Jones noted the CEDC Governance and Nomination Committee had voted and recommended approval of the bylaws to the full CEDC Board.

**Finance and Audit:**

Mr. Jones stated the Committee needed to be fully populated, noting it would be addressed at the full board meeting.

**Budget:**

Mr. Tucker stated the CEDC budget was required to be input on PARIS by the end of October. He had stated to the County the proposed budget showed an increase of 2% with a \$75,000 deficit and a \$25,000 goal for fundraising. He stated the County had requested a programmatic budget as well as a budget for NYS. He stated he had programmed \$25,000 as funding for new programs and stated some funding should be budgeted for conferences to aid staff. He noted he was considering an overlap of the permanent Executive Director with his proposed contract to expire in June. He informed the Committee a draft budget would be distributed at the 9/29 CEDC Board meeting.

**Bioforce:**

Mr. Tucker reminded the Committee that Biocam/Bioforce had purchased property in the Commerce Park and was constructing a building on an adjacent site. In the course of obtaining



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financing for the building, a title search discovered a 1993 declaration made by Columbia County that requires approval of improvements by the Design and Review Committee consisting of the Columbia County Development Corporation Executive Committee and approval by the full Board. The CCDC was a previous name for CEDC. Mr. Stiffler noted all zoning and fire requirements were in place. Mr. Jones suggested that a notification be sent to all Commerce Park businesses informing them of the requirement. Mr. Stiffler stated there were several buildings where the businesses had closed and were for sale. He noted those businesses had fulfilled Section F of the Declaration regarding speculation.

Mr. Tucker stated the Design and Review Committee is able to charge a fee for their review, providing a stream of funding. He suggested CEDC create a fee schedule for their services. Mr. Howard stated going forward the affected businesses should be made aware of the Design and Review Committee, and the review should be coordinated with the appropriate town and County Planning. *A motion was made by Mr. Fingar and seconded by Mr. Stair to recommend approval of the project to the full board. Carried.*

Mr. Tucker stated he would be reviewing policies as the next step in the organizational review beginning with the Conflict of Interest Policy and the Procurement Policy. He asked if there was any public comment. There was none. Mr. Gilson from the Register Star stated he would call Mr. Tucker if he required any clarification.

Mr. Jones called for an Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation as cited in Open Meeting Law Section 105 section f. *Ms. Sterling made a motion to enter executive session, seconded by Mr. Stair. Carried.* Executive Session was entered into at 9:37am. *Mr. Jones made a motion to exit executive session, seconded by Mr. Stair. Carried.* Executive session was exited at 9:57am.

*With no further business, Mr. Jones made a motion to adjourn the meeting, seconded by Mr. Stair. Carried.* The meeting adjourned at 9:58am.

*Respectfully submitted by Lisa Draushuk*