

# COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

## COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION NOTICE OF MEETING

Please take notice that there will be a regular meeting of the Columbia County Capital Resource Corporation and its Audit, Finance and Governance Committees which will be held on February 2, 2016 at 9:00am at 4303 US Route 9, Hudson, NY 12534 for the purpose of discussing any matters that may be presented to the Corporation for consideration.

Dated: January 26, 2016  
Jim Mackerer  
Chairman  
Columbia County Capital Resource Corporation

### CRC Meeting Agenda

#### Members:

Bob Galluscio	Jim Mackerer
William Gerlach	Sidney Richter
Brian Keeler	Sarah Sterling

1. Election of Officers\*
2. 2016 Housekeeping Resolution\*
3. Minutes, December 1, 2015\*
4. 2016 Mission and Measurements Report \*
5. Interim President/CEO Report
  - a. Fee Schedule
6. Audit Committee
  - a. Committee Report
7. Finance Committee
  - a. Treasurer's Report \*
  - b. Committee Report
8. Governance Committee
  - a. Ethics Officer Election\*
  - b. Committee Report
9. Columbia Economic Development Corporation 2016 Contract\*
10. Public Comment

#### Attachments:

Draft December 1, 2015 minutes  
2016 Mission and Measurements Report

\* Requires Approval

# COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

MINUTES  
COLUMBIA COUNTY  
Capital Resource Corporation  
Board Meeting  
Tuesday, December 1, 2015  
4303 Route 9  
Hudson, New York

A regularly scheduled meeting of Columbia County Capital Resource Corporation, held at their offices located at 4303 Route 9, Hudson, NY 12534 on the above date. The meeting was called to order at 9:43AM by Mr. Mackerer, Chairman.

Attendee Name	Title	Status	Arrived
Bob Galluscio	Secretary/Treasurer	Present	
Brian Keeler	Board Member	Present	
Jim Mackerer	Chairman	Present	
Sid Richter	Vice Chairman	Present	
Sarah Sterling	Board Member	Present	
Theodore Guterman II	Counsel	Present	
F. Michael Tucker	Interim President/CEO	Present	
Lisa Drahushuk	Staff	Present	
Erin McNary	Staff	Present	
Katie Kocijanski	Register Star	Present	

**Minutes:**

*A motion was made by Mr. Richter to approve the minutes of the October 6, 2015 meeting. The motion was seconded by Ms. Sterling. Carried.*

**Finance Committee Report:**

**Treasurer's Report:**

*Mr. Keeler made a motion, seconded by Ms. Sterling to approve the Treasurer's Report. Carried.*

# **COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION**

## **Funding:**

Mr. Guterman would research the possibility of CEDC funding CRC. Mr. Tucker noted that the IDA and CRC services will be promoted. He stated he has his intern pulling the names of every not-for-profit in the county. Mr. Guterman noted the service CRC provides is limited to the mortgage tax exemption. Mr. Richter asked Mr. Tucker to review the CRC fee schedule.

## **Governance Committee Report:**

### **Conflict of Interest Policy and Code of Ethics:**

Mr. Guterman stated the proposed policies mirrors CEDC's policies but takes into account the legal differences of the corporation. Mr. Guterman stated the current conflict of interest policy includes specific mention of Section 801 of the General Municipal Law, which should be added to the proposed policy. Mr. Tucker stated the policy also mirrors the suggested ABO policy.

Mr. Guterman stated the code of ethics had been taken off the ABO website. He noted the CRC had previously adopted a code, but this was more detailed and included the addition of an ethics officer. He noted an ethics officer could be appointed at the first meeting of next year.

*Ms. Sterling made a motion, seconded by Mr. Keeler, to adopt the proposed conflict of interest policy, with the recommended change suggested by the Governance Committee, as well as the proposed code of ethics. Carried..*

*With no further business to discuss, and no public comment, a motion was made by Ms. Sterling and seconded by Mr. Keeler to adjourn the meeting. Carried. The meeting adjourned at 9:45am*

*Respectfully submitted by Lisa Draushuk*

**DRAFT**

**Columbia County Capital Resource Corporation  
Mission Statement and Measurement Report for 2016**

**Public Authority's Mission Statement:** Promote economic development, job creation/retention in the non-profit and for profit sectors for the citizens of Columbia County by aiding in the establishment of new businesses and the enhancement of existing businesses within the County, lessening the burden of government and acting in the public interest.

Date Adopted:

List of Performance Goals:

- A. Educate non-profit leaders and local business owners, elected officials and other community representatives regarding the resources the Columbia County Capital Resource Corporation (CRC) has available to new and existing organizations in Columbia County. This includes participating in appropriate public meetings, press releases, marketing of the Columbia County CRC website, etc.
- B. Continue to work with all municipalities in Columbia County to assist non-profit and for-profit organizations with projects which will have an economic impact on local businesses including applications for grant funding and, if feasible, administration of grants secured.
- D. Through and cooperatively with the Columbia Economic Development Corporation, (CEDC) continue to work with all Columbia County organizations and departments to ensure relevant issues are addressed.

**Additional questions:**

1. Have the board members acknowledged that they have read and understood the mission of the public authority?
2. Who has the power to appoint the management of the public authority?

Columbia County Board of Supervisors

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

N/A

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

The Board (with participation from management) will develop the mission and continually evaluate and assess the goals and measurables to ensure the corporation is meeting its mission. The management will work to implement the corporation's mission and continually monitor the goals and objectives with measurables to define performance results to achieve the intended public purpose.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions?