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Columbia Economic Development Corporation

MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Tuesday, June 28, 2016
4303 Route 9
Hudson, NY 12534

A regularly scheduled meeting of the Columbia Economic Development Corporation (CEDC) Board of Trustees was held at their offices located at 4303 Route 9, Hudson, NY 12534 on June 28, 2016. The meeting was called to order at 8:31 a.m. by Tony Jones, Chair.

Attendee Name	Title	Status	Arrived
Russell Bartolotta	Board Member	Present	
Rick Bianchi	Board Member	Excused	
Jim Champion	Board Member – Ex Officio	Present	
David Fingar	Vice-Chairman	Present	
Tish Finnegan	Board Member	Present	
Triona Fritsch	Board Member	Excused	
Tony Jones	Chairman	Present	
James Lapenn	Board Member	Present	
John Lee	Board Member	Present	
Jim Mackerer	Board Member – Ex Officio	Present	
Ed Nabozny	Board Member – Ex Officio	Present	
Michael Polemis	Board Member	Present	
Robert Sherwood	Treasurer	Excused	
Colin Stair	Board Member	Present	
Sarah Sterling	Secretary	Present	
Andy Howard	CEDC Attorney	Present	
F. Michael Tucker	President/CEO	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Martha Lane	Business Development Specialist	Present	
Erin McNary	Bookkeeper	Present	
Ed Stiffler	Economic Developer	Present	
Carol Wilber	Marketing Director	Present	
Ian Nitschke	Resident Town of Claverack	Present	

Mr. Jones asked for a moment of silence in honor of M. Scott Wood. He stated Mr. Wood had just begun his 21st year on the CEDC Board. Mr. Jones stated he would be sending a letter to Mr. Wood's family expressing the Board's appreciation for Scott's long and stalwart service.

Mr. Jones thanked the members for attending, he noted it was a busy time of year and he appreciated their efforts.

Chairman's Report:

Mr. Jones stated he had attended the County's Sewer Committee meeting last week. He informed the Board the committee had recommended the current Commerce Park Sewer be connected to the Town of Greenport's system. He noted the recommendation would be brought before the County Finance Committee and then to the full Board of Supervisors. Mr. Jones stated he had also attended the County Broadband organizational meeting, which included a member of Connect Columbia. He stated the committee created teams to review Erate and the other available options.

Mr. Jones stated the County IDA had agreed to handle the Redburn Development project (41 Cross Street Hospitality LLC.) with the guidance of the City of Hudson IDA. He stated the County IDA had agreed to split their project fee with the Hudson IDA. He stated CEDC would be negotiating to be the administrative agent for the City IDA. He stated that would add to the income stream of CEDC. He noted additional expertise outside staff would be needed for the task. Mr. Jones noted there were currently 12 projects being worked on at CEDC.

Minutes:

Ms. Sterling asked that the minutes reflect she had abstained and recused herself from the vote on the grant agreement between CEDC and Columbia County due to the fact she was a member of the Columbia County Board of Supervisors. *Mr. Fingar made a motion, seconded by Mr. Lapenn to approve the amended minutes from May 24, 2016. Carried.*

Treasurer's Report:

Mr. Tucker reviewed the financials for the Board. He stated CEDC was currently awaiting the receipt of the technical assistance grant of \$16,000. He stated he and Ms. McNary were currently working on the transition of the bookkeeping to a newer version of Quickbooks which would allow more flexibility in reporting to the Board. He reviewed the CEDC Operating Fund Balance Sheet Previous Year Comparison. He noted the budget would run a deficit as noted prior, but with increased membership and other revenue he anticipated ending the year within budget. *Mr. Polemis made a motion, seconded by Ms. Sterling to approve the Treasurer's Report as presented. Carried.*

CEDC Mission and Measurements Statement:

Mr. Jones stated the ABO required that the organization's mission statement be reviewed and approved by the Board annually. He stated during the Strategic Planning process the Board members had discussed and agreed to maintain the current mission statement. He called for a vote by the board to reaffirm the mission statement as present in the handout. *Ms. Finnegan made the motion, seconded by Mr. Lee. Carried*

President/CEO Authorization to Sign Checks:

Mr. Jones stated historically, the Organization's Executive Director had been authorized to sign checks of \$1,000 and under. He stated current policy stated a check of \$5,000 requires signatures from two authorized Board signers. He suggested Mr. Tucker be authorized to sign checks in the amount of \$2,500 and below. He noted this would allow most usual expenses to be signed in house. Ms. McNary stated all payments would still require two Board authorized



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signers to initial the payment slip. *Ms. Finnegan made a motion, seconded by Mr. Fingar to authorize F. Michael Tucker, President/CEO of Columbia Economic Development Corporation to sign checks in the amount of \$2,500 and less. Carried.*

Sponsorships:

Mr. Tucker informed the Board that CEDC historically annually supported the Hudson Opera House's Winterwalk, the Columbia County Fair and the Columbia County Chamber of Commerce. He stated he had been approached by the Opera House to sponsor Winterwalk in the amount of \$2,500 and the Columbia County Fair in the amount of \$1,000. Ms. Finnegan stated these were events that attracted out of County visitors and were opportunities to market CEDC. *Mr. Polemis made a motion, seconded by Mr. Lee to approve the expenditure of \$2,500 to the Hudson Opera House for the Winterwalk event and \$1,000 to the Columbia County Agricultural Society for the Columbia County Fair. Carried.*

President's Report:

Mr. Tucker stated that the President's report was included in the meeting packet. He also indicated that Ed Stiffler would be making a presentation about the businesses in the Commerce Park and Carol Wilber would be making a presentation about membership later in the meeting. He stated CEDC had been awarded a technical assistance grant of \$82,000 by the SBA and later in the day SBA representatives would be meeting with CEDC staff and board representative.

Mr. Tucker stated he had been appointed to serve on the Columbia County Broadband committee. He informed the Board he had spoken to the City of Hudson IDA and will be presenting CEDC's proposal to provide administrative services at their July meeting. Mr. Tucker briefly outlined the projects he and CEDC staff had worked on during June.

Commerce Park:

Ed Stiffler presented a map of the entire Commerce Park and the surrounding area. He informed the Board of the business name, purpose and location in the Park. He also showed the Board the location in relation to the Commerce Park of the airport and additional county-owned land.

Membership:

Carol Wilber informed the Board that the current number of members totaled 52 with a contribution of \$40,850. She broke down the membership by levels and noted the amount far exceeded any past fundraising efforts undertaken by CEDC. She stated the new membership goal was \$75,000 and she was requesting assistance from the Board members. She stated she would begin visiting businesses on July 11th as part of the business retention strategy, while visiting she would be pitching memberships. She passed around a sheet and asked the Board members to provide her with one name that they felt should be a member. She thanked the Board for their assistance.

Mr. Jones noted the membership drive was a year-long process. He reminded the Board that the memberships began when they joined and ran for a 12 month period.

Committee Reports:

Executive Committee:

Mr. Jones stated there had been no Executive Committee meeting.

Audit and Finance:

Mr. Jones stated there had been no Audit and Finance Committee meeting. He noted that a risk assessment was currently underway, and the committee would be asked to review the report. Mr. Tucker stated a meeting would be scheduled for July.

Loan Committee:

Mr. Tucker stated there had been no Loan Committee meeting this month. Ms. Lane stated she had heard from the principal of Patty's Bed and Biscuits Kennel stating there would be no building this year. She stated the letter of commitment had expired and the loan would be revisited. Mr. Tucker asked Mr. Howard to update the Board about the Pete's Gone Fishin' loan. Mr. Howard stated he had been charged by the Loan committee to negotiate and collect on the loan. He stated the amount collected had totaled \$3,450 less than the amount due. He stated the Loan Committee would need to recommend any further action.

Governance and Nominating Committee Report:

Mr. Campion stated the committee had met on June 23 and had interviewed Kate Johns for a CEDC board seat. He outlined her background and stated the Committee had recommended she be considered by the CEDC board for election to a Board seat. *Mr. Fingar made a motion, seconded by Mr. Lee to elected Ms. Johns to fill a CEDC Board seat. Carried.*

Other Business:

Mr. Jones stated that Nancy Costine, who had represented CEDC on the Workforce Investment Board, had left CEDC. He asked the Board if they had any suggestions of candidates who would be interested in representing CEDC on that Board. He noted the next meeting was on July 19th at 5:30pm.

Public Comment:

Ian Nitschke thanked Mr. Tucker and Ms. Wilber for their assistance in the CFA process. He handed out a copy of the trifold brochure he had developed. He stated he had sent a mailing to the CREDC and had attended their meeting. He outlined his potential funding sources and the background of the restorer who would be consulting on the project. Mr. Tucker suggested he set up a meeting with Empire State Development and assured him CEDC would issue a letter of support. He thanked him for keeping the Board informed.

Having no other business to discuss and no public comments, a motion to adjourn was made by Mr. Lee, seconded by Mr. Lapenn. Carried. The meeting was adjourned at 9:44 a.m.