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Columbia Economic Development Corporation

**MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
LOAN COMMITTEE
Tuesday, December 6, 2016
4303 Route 9
Hudson, New York**

A regularly scheduled meeting of Columbia Economic Development Corporation's (CEDC) Loan Committee was held at their offices located at 4303 Route 9, Hudson, NY 12534 on December 6, 2016. The meeting was called to order at 1:04pm by Jim Mackerer, Chairman.

Attendee Name	Title	Status	Arrived
Russell Bartolotta	Committee Member	Present	
Rick Bianchi	Committee Member	Excused	
Triona Fritsch	Committee Member	Present	
John Lee	Committee Member	Present	
James Mackerer	Chairman	Present	
Bob Sherwood	Committee Member	Present	
Colin Stair	Committee Member	Excused	
Tony Jones	Committee Member	Present	1:07pm
F. Michael Tucker	President/CEO	Present	
Andy Howard	CEDC Attorney	Present	
Martha Lane	Business Development Specialist	Present	
Kayla Duntz	CEDC Intern	Present	
Lisa Drahushuk	Administrative Supervisor	Present	

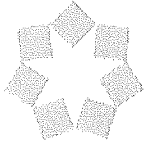
Minutes:

Mr. Lee made a motion, seconded by Ms. Fritsch, to approve the committee minutes from August 23, 2016. Carried.

Portfolio Review:

Monthly Loan Report:

Ms. Lane informed the committee the two loans from Beth's Farm Kitchen had been paid in full. She stated she had met with the current owner of the business. She reminded the committee the two Vanderbilt loans had been written off. She informed them there were currently two loans that were of concern, Monkshead Nursery and Sip N Suds. She anticipated bringing three loans to the committee in January; State 11 Distillery, Columbia Sales Corp. and Chris' Café.



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Mr. Tucker stated loan prospects continued to come in, and lists of applicants and declined loans were being maintained. Ms. Lane reviewed the late payers, Mr. Tucker reminded the committee the SBA required a write-off of loans delinquent 120 days. Mr. Mackerer noted CEDC has funds to loan. Ms. Lane suggested marketing the program in the spring.

Mr. Tucker introduced Kayla Duntz, CEDC's intern to the committee. He stated her first project was to continue work on the database. He anticipated including lists of manufacturers, loan clients, Chamber members as well as prospective CEDC members. He stated he planned to meet with the commercial lenders as part of the loan outreach. He stated he and Ms. Lane have discussed a marketing plan. He noted the program goal was to loan \$25,000 to \$50,000 to successful businesses in order to keep the program self-sufficient. Mr. Tucker suggested board member referrals to businesses seeking loans.

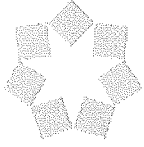
Loan Policies and Procedures:

Ms. Lane stated Mr. Jones had suggested reformatting the lending authority table. She handed out the revised version. Mr. Tucker stated the loan committee could approve loans of \$25,000 and under without board approval.

Mr. Sherwood questioned the following:

- Page 4, "2. The loan is not unanimously approved by the Loan Committee". He suggested the wording be changed to reflect the unanimous approval of a voting quorum of the Loan Committee.
- Page 6, number 2. CEDC Loans, "Funds may not be used for: a. Speculative ventures". He suggested the wording be changed to a more accurate description or eliminated.
- Page 12, Portfolio Management, Risk Rating System, items 2 and 3. He suggested if the term uncollateralized was used, it be clearly defined including an amount, which would provide a means of measurement rather than being subjective.
 - Item 5, he suggested clarifying the meaning of serious default.
- Page 13, Conflicts of Interest, Gifts. He suggested placing a fixed dollar amount on the gift.

Mr. Howard stated he would review the document after the changes to ensure it was in compliance prior to presentation to the CEDC Board for review and adoption. *Mr. Jones made a motion, seconded by Mr. Sherwood to recommend the Loan Policies and Procedures with the previously outlined changes to the CEDC board for adoption. Carried.*



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Adjournment:

With no further business to come before the committee and no public present, Mr. Lee made a motion, seconded by Mr. Jones, to adjourn the meeting. Carried.

The meeting adjourned at 1:27 p.m.

Respectfully submitted by Lisa Draushuk