

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 7, 2017 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 31, 2017
Sarah Sterling, Secretary
Columbia County Capital Resource Corporation

CRC Meeting Agenda

Members:

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

1. Election of Officers*
2. 2017 Housekeeping Resolution*
3. 2017 Mission Statement and Measurements Report*
4. Minutes, October 11, 2016*
5. CEDC/CRC Contract*
6. President/CEO Report
7. Audit Committee Report
 - a. Engagement Letter*
 - b. Charter Review/Approval*
8. Governance Committee Report
 - a. Charter Review/Approval*
 - b. Compliance Calendar
 - c. Annual Financial Disclosure
 - d. Confidential Board Evaluation
9. Finance Committee Report
 - a. Treasurer's Report *
 - b. Charter Review/Approval
10. Public Comments

Attachments:

Draft October 11, 2016 minutes
2017 Draft Mission and Measurements Report
Draft Compliance Calendar

* Requires Approval

COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

MINUTES
COLUMBIA COUNTY
Capital Resource Corporation
Board Meeting
Tuesday, October 11, 2016
4303 Route 9
Hudson, New York

DRAFT

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 9:00am by Jim Mackerer, Chairman.

Attendee Name	Title	Status	Arrived
Bob Galluscio	Treasurer	Present	
William Gerlach	Board Member	Present	
Brian Keeler	Board Member	Present	
Jim Mackerer	Chairman	Present	
Carmine Pierro	Board Member	Present	
Sid Richter	Vice-Chairman	Present	
Sarah Sterling	Secretary	Present	
Theodore Guterman II	Counsel	Present	
F. Michael Tucker	President/CEO	Excused	
Tony Jones	Chairman CEDC	Present	
Lisa Draushuk	Administrative Supervisor	Present	
Erin McNary	Bookkeeper	Present	
Ed Stiffler	Economic Developer	Present	
Katie Kocijanski	Register Star	Present	

Minutes:

Mr. Galluscio made a motion, seconded by Ms. Sterling to approve the minutes from the August 9, 2016 meeting. Carried.

Finance Committee:

Treasurer's Report:

Mr. Mackerer stated CRC had received a grant in the amount of \$10,000 from CEDC earlier in the year in order to continue operations. He noted as of the end of September, CRC had assets totaling \$5,900. *Mr. Keeler made a motion, seconded by Mr. Richter to approve the Treasurer's Report as recommended by the Finance Committee. Carried.*

2017 Budget:

Mr. Mackerer noted the 2017 budget anticipated no administrative or application fees. He stated it included a \$5,000 grant from CEDC. *Mr. Galluscio made a motion, seconded by Ms. Sterling to approve the budget as recommended by the Finance Committee. Carried.*

COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

Governance Committee:

Confidential Board Evaluation Summary:

Ms. Sterling made a motion, seconded by Mr. Richter to approve the summary and to forward the document to the NYS Authority Budget Office as recommended by the Governance Committee. Carried.

Other Business:

Mr. Mackerer stated he felt it was important to keep the Capital Resource Corporation operating. He reminded the Board that Mr. Tucker had a list of non-profits and would soon begin marketing the CRC to them. He noted Mr. Tucker had been having ongoing discussions with Camphill Ghent regarding an expansion.

With no further business to come before the Board, Mr. Richter made a motion, seconded by Mr. Pierro to adjourn the meeting. Carried. The meeting was adjourned at 9:02am.

Respectfully submitted by Lisa Draushuk

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**Columbia County Capital Resource Corporation
Mission Statement 2017**

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.

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**Columbia County Capital Resource Corporation
Measurement Report for 2017**

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.
- C. 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?
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?

CRC Compliance Calendar

Board Meeting Month	Activity	Notes
January	Board and Committee Self-Evaluations, Annual Financial Disclosures Distributed	Require Committee & Board review and approval
February	Review Mission Statement and Measurements Report for changes	Changes require BD approval and resubmission to ABO
March	Review Annual, Audit, Procurement and Investment Reports (Reports are produced by PARIS) DEADLINE 3/31/17	Require Board review and approval
April	Policy and Procedure Review and update	
May	Policy and Procedure Review and update	
June	Policy and Procedure Review and update	
July	Policy and Procedure Review and update	
August	Policy and Procedure Review and update	
September	Budget Review DEADLINE 10/31/17	
October	Budget Review and approval	Requires Board review and approval
November	Policy and Procedure Review and update	
December	Policy and Procedure Review and update	