

# 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 Finance and Governance Committees which will be held on June 6, 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: May 30, 2017  
Sarah Sterling  
Secretary  
Columbia County Capital Resource Corporation

### CRC Governance Committee Meeting Agenda

#### Members:

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

1. Minutes, February 7, 2017\*
2. Record Retention Policy\*
3. Public Comment

#### Attachments:

Draft February 7, 2017 minutes  
Record Retention Policy

- \* Requires Approval

# COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

**DRAFT**

MINUTES  
COLUMBIA COUNTY  
Capital Resource Corporation  
Board Meeting and Committee Meetings  
Tuesday, February 7, 2017  
4303 Route 9  
Hudson, New York

The annual 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 9:35AM 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	
Sid Richter	Vice-Chairman	Present	
Carmine Pierro	Board Member	Excused	
Sarah Sterling	Secretary	Excused	
Theodore Guterman II	Counsel	Present	
F. Michael Tucker	President/CEO	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Erin McNary	Bookkeeper	Present	
Ed Stiffler	Economic Developer	Present	
Martha Lane	Business Development Specialist	Present	
Matt Cabral	Guterman, Shallo Alford PLLC	Present	

Mr. Mackerer asked that the all necessary committee and Board motions be consolidated under one motion and vote due to the deteriorating weather conditions. Mr. Guterman asked that the board authorize Mrs. Drahushuk to record the voting as outlined by Mr. Mackerer. The Board agreed.

Mr. Mackerer presented the following for a vote by the Committees and Board:

- Election of officers
  - Elected officers as follows:
    - James Mackerer – Chairman
    - Sidney Richter – Vice Chairman
    - Sarah Sterling – Secretary
    - Robert Galluscio - Treasurer
- 2017 annual housekeeping resolution
- 2017 mission statement and corresponding measurements report
- Minutes:
  - Audit Committee, March 31, 2016
  - Finance Committee, October 11, 2016

# COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

**DRAFT**

- Governance Committee, October 11, 2016
- Full Board, October 11, 2016
- 2017 Engagement letter
- Treasurer's Report
- Charter Review:
  - Audit Committee
  - Finance Committee
  - Governance Committee

*Mr. Gerlach made a motion, seconded by Mr. Richter to approve the items as presented above. Carried.*

Mr. Tucker briefly outlined his visit to the Fireman's Home and their interest in a potential expansion project. Mr. Mackerer reminded the Board to complete the required evaluations and the annual financial disclosure.

*With no further business to come before the Board, Mr. Galluscio made a motion, seconded by Mr. Gerlach to adjourn the meeting. Carried. The meeting was adjourned at 9:37am.*

*Respectfully submitted by Lisa Drahushuk*

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**COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION  
RECORD RETENTION POLICY**

Pursuant to the Bylaws of the Columbia County Capital Resource Corporation (the "Corporation"), The Corporation shall adopt the *Records Retention and Disposition Schedule MI-1* Issued by the State Archives, State Education Department, pursuant to Section 57.25 of the Arts and Cultural Affairs Law, and Part 185, Title 8 of the *Official Compilation of Codes, Rules and Regulations of the State of New York* as it applied to Economic/Industrial Development and Local Development Corporations (attached) and appoints the Corporation's CEO/President as Records Management Officer.

**DRAFT**

**ECONOMIC/INDUSTRIAL DEVELOPMENT**

- ◆1.[137] **Business/industry loan case file**, including but not limited to loan application and evaluation, status reports, records of loan payments, tax abatement and exemption records, feasibility studies and correspondence:  
**RETENTION:** Six (6) years after denial of application or six (6) years after final payment on loan.