



# Choose Columbia

Columbia Economic Development Corporation

**MINUTES**  
**COLUMBIA ECONOMIC DEVELOPMENT CORPORATION**  
**AUDIT and FINANCE COMMITTEE**  
**Wednesday, July 19, 2017**  
**4303 Route 9**  
**Hudson, New York**

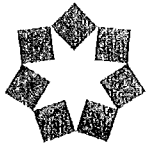
A regularly scheduled meeting of Columbia Economic Development Corporation's (CEDC) Audit and Finance Committee was held at their offices located at 4303 Route 9, Hudson, NY 12534 on July 19, 2017. The meeting was called to order at 8:34am by Mr. Lapenn, Acting Chair.

Attendee Name	Title	Status	Arrived
Rick Bianchi	Committee Chairman	Excused	
Tish Finnegan	Committee Member	Excused	
Tony Jones	Committee Member	Present	8:37am
James Lapenn	Committee Member	Present	
John Lee	Committee Member	Present	
F. Michael Tucker	President/CEO	Present	
Andy Howard	Counsel	Present	
Brandon Dory	Project Manager	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Erin McNary	Bookkeeper	Excused	
Ed Stiffler	Economic Developer	Present	
Martha Lane	Business Development Specialist	Excused	
Carol Wilber	Marketing Director	Present	

### **Review of Financials:**

Mr. Tucker stated Mr. Vanderbeck, had recently reviewed the financials, cleaning up some of the language that had remained from past transactions. Mr. Tucker reviewed the financials pointing out that the increase in cash represented loan repayments. He noted that the SBA loan receivables were \$100,000 less than the same period last year. He stated SBA writeoffs totaled \$25,000 more over the same period in the previous year.

Mr. Tucker noted Columbia County land sale had decreased from the previous year. He noted CEDC had closed on a parcel in 2016 and one parcel was currently available. He stated that the SBA loans continued to be paid down. He informed the Committee that the SBA would be conducting their annual on-site audit on August 29<sup>th</sup>. Mr. Tucker stated net income had increased by \$13,000. He noted total equity had increased over last year, with a decrease in total liabilities.



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Mr. Tucker stated the SBA technical assistance award for next year would be unaffected by Congressional votes as it had been previously approved. He noted that cuts to various federal economic development programs had been approved at the House of Representatives. He noted CEDC would continue to try to wean itself off of federal state and local funding.

Mr. Tucker turned to the Profit and Loss statement as compared to the previous year. He noted net income had increased by \$13,000 while total expenses had increased by \$7,000. He noted the consultant expenses had been broken out as had office expenses in order to increase clarity.

Turning to the Profit and Loss budget versus actual, Mr. Tucker noted payroll was below budget due to the timing of the hiring of the new Project Manager. He noted that expenses related to the City of Hudson DRI submission and Broadband mapping had not been budgeted.

Mr. Tucker reviewed the Profit and Loss by class. He discussed setting aside 50% of the loan fund interest to be reinvested into the loan funds or reserves. He informed the Committee that the accountants were pleased with the aggregation of the accounts.

Mr. Tucker reviewed the spreadsheet summarizing the available loan funds, outstanding loan portfolio and the reserve account balances with the Committee. He informed the Committee that Mr. Jones and himself were reviewing the loan program and would be working with Ms. Lane and Ms. Wilber to market and increase the visibility of the loan funds, targeting those businesses with a solid track record. Mr. Tucker reviewed the loan reserves with the Committee. *Mr. Lee made a motion, seconded by Mr. Jones to recommend the financials to the full board for review. Carried.*

## **Portfolio Review**

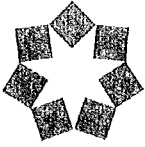
Mr. Tucker informed the Committee that Monkshood Nursery was in the process of selling their property and planned on paying their loan out of the proceeds. He noted the Chatham Café and Deli was past due and in default. He stated Mr. Howard was working with Ms. Lane to draft a formal letter requesting payment of the debt. Mr. Tucker noted that a payment plan would be given as an option.

## **Vendor Expenses Summary:**

Mr. Tucker stated he had enclosed the vendor expense list for the Committee's review. He reviewed the sheet with the Committee, noting the New York State Authority Budget Office had done procurement audits in the recent past.

## **Banking Relationship:**

Mr. Tucker reviewed the handout listing CEDC's current banking relationships.



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*Mr. Jones made a motion, seconded by Mr. Lee to approve the minutes of the March 28, 2017 meeting as presented. Carried.*

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

The meeting was adjourned at 9:10am

*Respectfully submitted by Lisa Drahushuk*