COLUMBIA ECONOMIC DEVELOPMENT CORPORATION

BOARD MEMBER ORIENTATION MANUAL

Columbia Economic Development Corporation

2017 Members

**Chairman**

Tony Jones, Roe Jan Publishing

**Vice Chairman**

David Fingar, Mid-Hudson Cable

**Secretary**

Sarah Sterling, HOUSE Hudson Valley Realty

**Treasurer**

Richard Bianchi, Shallo Galluscio Bianchi CPAs PC

**President & CEO**

F. Michael Tucker, Tucker Strategies, Inc.

CEDC BOARD MEMBERS

Ruth Adams, Art Omi

Russell Bartolotta Jr., Klein’s Kill Fruit Farms

Jim Calvin, New York Association of Convenience Stores

\*James Campion, Columbia-Greene Community College

Patricia Finnegan, Columbia Memorial Health

Triona Fritsch, Etsy

James Lapenn, Retired Municipal Finance Attorney

John Lee, Saturn Industries

\*James Mackerer, IDA Chairman

\*Ed Nabozny, Supervisor, Town of Greenport

Michael Polemis, Columbia Land Conservancy

Robert Sherwood, Kinderhook Bank

Gary Spielmann, Kinderhook Library

Colin Stair, Stair Galleries

Dr. Maria Lagana Suttmeier

\*Ex Officio Member

Legal Counsel:

Andrew B. Howard, Esq.

(518) 828-2021

howard@freemanhoward.com

Columbia Economic Development Corporation

2017 Committees and Members:

EXECUTIVE COMMITTEE:

Tony Jones

David Fingar

Sarah Sterling

Richard Bianchi

Colin Stair

AUDIT AND FINANCE COMMITTEE:

Rick Bianchi

Tish Finnegan

Tony Jones

James Lapenn

John Lee

GOVERNANCE AND NOMINATION COMMITTEE:

Jim Campion

David Fingar

Tony Jones

James Lapenn

Michael Polemis

Gary Spielmann

Sarah Sterling

LOAN COMMITTEE:

James Mackerer

Russell Bartolotta

Rick Bianchi

Triona Fritsch

Tony Jones

John Lee

Bob Sherwood

Colin Stair

WORKFORCE AND EDUCATION:

Ruth Adams

Jim Calvin

Tish Finnegan

Triona Fritsch

Tony Jones

James Lapenn

John Lee

Michael Polemis

Maria Lagana Suttmeier

1. CEDC BOARD INFORMATION

[Board and Committee Meeting Agendas and Minutes](http://www.columbiaedc.com/?page_id=8)

[Board of Directors Terms](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-Board-of-Directors-Termsn.pdf)

[2017 Calendar of Board and Committee Meetings](http://www.columbiaedc.com/wp-content/uploads/2012/04/2016-CEDC-Meeting-Schedule-N.pdf)

[Executive Committee Charter](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-Executive-Committee-Charter-N.pdf)

[Audit and Finance Committee Charter](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-Audit-and-Finance-Committee-Charter-N.pdf)

[Governance and Nominating Committee Charter](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-Governance-and-Nominating-Committe-Charter-N.pdf)

[Loan Committee Charter](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-Loan-Committee-Charter-N.pdf)

[Authorities Budget Office Policy Guidance: Board Member Training](http://www.abo.ny.gov/policyguidance/15-02%20BoardMemberTrainingUPDATED.pdf)

[Authorities Budget Office Policy Guidance: Acknowledgement of Fiduciary Duties and Responsibilities](http://www.abo.ny.gov/policyguidance/10-01fiduciarydutyacknowledgement.pdf)

[Authorities Budget Office Policy Guidance: Independence of Board Members](http://www.abo.ny.gov/policyguidance/07-01BoardMemberIndependence.pdf)

[Code of Ethics](http://www.columbiaedc.com/wp-content/uploads/2012/04/Code-of-Ethics-CEDC.pdf)

[Conflict of Interest](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-Conflict-of-Interest-Policy.pdf)

[Defense and Indemnification Policy](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-Defense-and-Indemnification-Policy.pdf)

[Financial Disclosure Policy](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-Financial-Disclosure-Policy.pdf)

1. CEDC BACKGROUND INFORMATION

[Mission Statement](http://www.columbiaedc.com/wp-content/uploads/2012/04/2015-Mission-Statement.pdf)

[Articles of Incorporation](http://www.columbiaedc.com/wp-content/uploads/2012/09/CEDC-Certificate-of-Incorportion.pdf)

[By-laws](http://www.columbiaedc.com/wp-content/uploads/2014/11/CEDC-Amended-and-Restated-By-Laws-11.10.15.pdf)

[2016 Operations and Accomplishments](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-2015-Operations-and-Accomplishments.pdf)

1. CEDC ORGANIZATION AND STRUCTURE

[List of Staff](http://www.columbiaedc.com/?page_id=14)

[Organizational Chart](http://www.columbiaedc.com/wp-content/uploads/2013/06/CEDC-ORG-CHART.pdf)

[2016 Assessment of Internal Control](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-2015-Assessment-of-Effectiveness-of-Internal-Controls.pdf)

[Loans and Incentives](http://www.columbiaedc.com/?page_id=18)

[Microbusiness Program](http://www.columbiaedc.com/?page_id=20)

1. CEDC FINANCIAL INFORMATION

[2015 Budget Report](http://www.columbiaedc.com/wp-content/uploads/2012/04/2015-CEDC-Budget-Report.pdf)

[2015 Audited Financials](http://www.columbiaedc.com/wp-content/uploads/2012/04/2015-CEDC-Audited-Finanancials-with-Required-Communications.pdf)

2016 Audited Financials

[2015 Schedule of Debt](http://www.columbiaedc.com/wp-content/uploads/2012/04/2015-CEDC-Statement-of-Debt.pdf)

2016 Schedule of Debt

1. CEDC POLICIES AND REPORTS

[Procurement Policy](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-PRocurement-Policy.pdf)

[Investment Policy](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-Investment-Policy.pdf)

Property Acquisition Policy

[Property Disposition Policy](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-Property-DISPO-2-N.pdf)

[Employee Compensation Program](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-EMPLOYEE-COMPENSATION-N.pdf)

[Whistleblower Policy](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-Whistleblower-Policy.pdf)

[MWBE Policy](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-MWBE-Policy.pdf)

[EEO Policy](http://www.columbiaedc.com/wp-content/uploads/2012/04/CEDC-EEO-policy.pdf)

1. OTHER APPLICABLE LAWS AND GUIDANCE

[Public Authorities Reform Act of 2009](http://www.abo.ny.gov/abo/Chapter506of2009.pdf)

[New Provisions of the Public Authorities Reform Act of 2009](http://www.abo.ny.gov/abo/ProvisionsPARA2009.pdf)

[Not-For-Profit Corporation Law Article 18A Section 1411](http://www.abo.ny.gov/abo/NFPCL%20Art%2014%20Sec%201411_2.2015.pdf)

[ABO Press Releases](http://www.abo.ny.gov/pressreleases/pressrelease.html)

[Useful Links for Public Authorities](http://www.abo.ny.gov/links/links.html)