

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 Committee which will be held on March 27, 2018 at 10:00am 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: March 20, 2018
Sarah Sterling
Secretary
Columbia County Capital Resource Corporation

CRC Audit Committee Meeting Agenda

Members:

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

1. Minutes, February 6, 2018*
2. 2017 Draft Audited Financials*
3. 2017 Draft Internal Control Statement*
4. Public Comment

Attachments:

Draft February 6, 2018 minutes
Draft 2017 Internal Controls Statement

* Requires Approval

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COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

**MINUTES
COLUMBIA COUNTY
Capital Resource Corporation
Board Meeting, Audit, Finance and Governance Committee Meetings
Tuesday, February 6, 2018
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 9:14am by Sidney Richter, Vice-Chairman.

Attendee Name	Title	Status	Arrived
Robert Galluscio	Treasurer	Present	
William Gerlach	Board Member	Excused	
Brian Keeler	Board Member	Present	
Sidney Richter	Vice-Chairman	Present	
Carmine Pierro	Board Member	Present	
Sarah Sterling	Secretary	Present	
Theodore Guterman II	Counsel	Present	
F. Michael Tucker	President/CEO	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Erin McNary	Bookkeeper	Present	
Edward Stiffler	Economic Developer	Present	
Martha Lane	Business Development Specialist	Present	
Carol Wilber	Marketing Director	Excused	
Matthew Cabral, Esq.	Guterman, Shallo Alford PLLC	Present	

Mr. Richter asked that the all necessary committee and Board motions be consolidated into a consent agenda. Mr. Guterman asked that the board authorize Mrs. Drahushuk to record the voting as outlined by Mr. Richter. The Board agreed.

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

- Election of officers
 - Elected officers as follows:
 - Vacant – Chairman
 - Sidney Richter – Vice Chairman
 - Sarah Sterling – Secretary
 - Robert Galluscio - Treasurer
- Audit Engagement letter
- 2018 Annual Housekeeping Resolution
- 2017 Operations and Accomplishments Report
- 2017 Performance Measures Report
- 2018 Mission and Measurements Statement
- 2018 Compliance Calendar

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COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

- Minutes:
 - Audit Committee, March 28, 2017
 - Finance Committee, October 3, 2017
 - Governance Committee, August 1, 2017
 - Full Board, December 5, 2017
- Treasurer's Report
- Charter Review:
 - Audit Committee
 - Finance Committee
 - Governance Committee

The Election of Chairman was tabled until after the Chairman of the Board of Supervisors appoints a new IDA member.

Mr. Galluscio made a motion, seconded by Ms. Sterling to approve the items as presented above. Carried.

Mr. Tucker handed out his annual CEDC CEO/President report to the board. Mr. Richter reminded the Board to complete the required committee evaluations that had been handed out by Mrs. Drahushuk.

With no further business to come before the Board, Mr. Galluscio made a motion, seconded by Mr. Keeler to adjourn the meeting. Carried. The meeting was adjourned at 9:20am.

Respectfully submitted by Lisa Drahushuk

COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION
ASSESSMENT OF THE EFFECTIVENESS OF INTERNAL CONTROL
STRUCTURE AND PROCEDURES

The management of the Corporation is responsible for establishing and maintaining adequate internal control over financial reporting. Internal control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for the external reporting purposes in accordance with accounting principles generally accepted in the United States of America. Because of its inherent limitations, internal control over financial reporting may not prevent or detect misstatements. Management has assessed the effectiveness of the Corporation's internal control over financial reporting as of December 31, 2017, and has concluded that based on its assessment, the Corporation's internal control over the financial reporting was effective as of December 31, 2017.