

# 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, its Audit and Finance Committees which will be held on December 4, 2018 at 8:35am 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: November 27, 2018  
Sarah Sterling, Secretary  
Columbia County Capital Resource Corporation

### CRC Meeting Agenda

#### Members:

Nina Fingar-Smith	Brian Keeler	Sarah Sterling
Bob Galluscio	Carmine Pierro	
William Gerlach	Sidney Richter	

#### Audit Committee

1. Minutes, March 27, 2018\*
2. Draft Audit Engagement Letter\*

#### Finance Committee

1. Minutes, October 2, 2018\*
2. Treasurer's Report\*

#### Full Board

1. Minutes, October 2, 2018\*
2. Draft Audit Engagement Letter\*
3. Treasurer's Report\*

#### Attachments:

Draft Audit Committee Minutes, March 27, 2018 minutes  
Draft Audit Engagement Letter  
Draft Finance Committee Minutes, October 2, 2018  
Treasurer's Report  
Draft Full Board Minutes October 2, 2018

\* Requires Approval

# COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

MINUTES  
COLUMBIA COUNTY  
Capital Resource Corporation  
Audit Committee Meeting  
Tuesday, March 27, 2018  
4303 Route 9  
Hudson, New York

# DRAFT

The regular meeting of Columbia County Capital Resource Corporation Audit Committee, held at their offices located at 4303 Route 9, Hudson, NY 12534 on the above date. The meeting was called to order at 10:40am by Sarah Sterling, Acting - Chairman.

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

## Minutes:

*Mr. Pierro made a motion, seconded by Mr. Gerlach to approve the February 6, 2018 minutes as distributed. Carried.*

## 2017 Draft Audited Financials & 2017 Internal Control Statement:

*Mr. Galluscio made a motion, seconded by Mr. Pierro to approve the Draft Audited Financials and the Internal Control Statement as previously distributed. Carried.*

*With no further business to come before the Board, Mr. Galluscio made a motion, seconded by Mr. Pierro to adjourn the meeting. Carried. The meeting was adjourned at 10:42am.*

*Respectfully submitted by Lisa Draushuk*



PATTISON, KOSKEY, HOWE & BUCCI

www.pkhbcpa.com

Richard P. Koskey, CPA  
Ned Howe, CPA  
A. Michael Bucci, CPA  
Bradley Cummings, CPA, CVA  
Suzanne E. Muldoon, CPA  
Nancy K. Patzwahl, CPA  
Matthew H. VanDerbeck, CPA  
Gary F. Newkirk, CPA  
N. Thérèse Wolfe, CPA

Reginald H. Pattison, CPA (1910-2002)  
Jon Rath, CPA (Retired)

Jean Howe Lossi, EA  
Carol LaMont Howe, EA

November 21, 2018

Mr. F. Michael Tucker  
President and CEO  
and  
Mr. Sidney Richter  
Vice Chairman of the Board and Audit Committee Member

Dear Mr. Tucker and Mr. Richter:

The following represents our understanding of the services we will provide Columbia County Capital Resource Corporation (a component unit of the County of Columbia, New York).

You have requested that we audit the financial statements of Columbia County Capital Resource Corporation, comprised of the statement of net position as of December 31, 2018, and the statements of revenues, expenses, and changes in net position and cash flows for the year then ending and the related notes, which collectively comprise Columbia County Capital Resource Corporation's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries.

1 Hudson City Centre, Ste 203 Hudson, NY 12534 Tel: 518-828-1565 Fax: 518-828-2672	45 Five Mile Woods Road, Ste 1 Catskill, NY 12414 Phone: 518-943-4502 Fax: 518-943-6532	2880 Route 9, Ste 2 Valatie, NY 12184 Tel: 518-758-6776 Fax: 518-758-6779	340 Main Street Saugerties, NY 12477 Tel: 845-246-3803 Fax: 845-246-1035	157 Stockade Dr. Kingston, NY 12401 Tel: 845-331-5030 Fax: 845-331-0242	418 Broadway Albany, NY 12207 Tel: 518-662-4288 Fax: 518-758-6779
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We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's discussion and analysis

Supplementary information other than RSI will accompany Columbia County Capital Resource Corporation's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- Schedule of conduit debt obligations

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

- Schedule of employment data for conduit debt obligations

### **Auditor Responsibilities**

We will conduct our audit in accordance with U.S. GAAS. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental

regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Governmental Auditing Standards*.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the basic financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of Columbia County Capital Resource Corporation's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
- c. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit; and
  - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

With respect to any non-attest services we perform, Columbia County Capital Resource Corporation's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. Non-attest services are expected to include: 1) preparation of the Corporation's financial statements; and 2) proposing audit adjustments, if any. Erin McNary and F. Michael Tucker will be the management employees responsible for overseeing our non-attest services.

*Government Auditing Standards* require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the financial statements and related schedules or disclosures as these services are deemed a non-audit service.

## Reporting

We will issue a written report upon completion of our audit of Columbia County Capital Resource Corporation's basic financial statements. Our report will be addressed to the governing body of Columbia County Capital Resource Corporation. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our audit testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no opinion will be expressed.

## Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

## Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The timing of our audit will be scheduled for performance and completion as follows:

	<i>Begin</i>	<i>Complete</i>
Document internal control and preliminary tests	February 24, 2019	February 25, 2019
Mail confirmations	N/A	January 2019
Perform year-end audit procedures	February 4, 2019	February 8, 2019
Audit committee meeting	N/A	March 2019
Board meeting	N/A	March 2019
Issue audit report	N/A	March 31, 2019

Matthew VanDerbeck is the engagement shareholder for the audit services specified in this letter. His responsibilities include supervising Pattison, Koskey, Howe, & Bucci, CPAs, P.C.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered as work progresses and are payable upon presentation. We estimate that our fee for the audit will be \$2,600. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use Columbia County Capital Resource Corporation's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the Corporation's Board of Directors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Pattison, Koskey, Howe, & Bucci, CPAs, P.C. and constitutes confidential information. However, we may be requested to make certain audit documentation available to Columbia County and/or New York State pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access




to such audit documentation will be provided under the supervision of Pattison, Koskey, Howe, & Bucci, CPAs, P.C.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to New York State. The New York State Comptroller may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

  
Matthew VanDerbeck, CPA  
Shareholder  
Pattison, Koskey, Howe, & Bucci, CPAs, P.C.  
One Hudson City Centre, Suite #203  
Hudson, NY 12534

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth our understanding.

**Columbia County Capital Resource Corporation**

Acknowledged and agreed on behalf of Columbia County Capital Resource Corporation by:

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Title: Vice Chairman and Member of the Audit Committee

Date: \_\_\_\_\_

---

Title: President and CEO

Date: \_\_\_\_\_



**LCS&Z, L.L.P.**  
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

### **Report on the Firm's System of Quality Control**

November 10, 2017

To the Shareholders of  
Pattison, Koskey, Howe & Bucci CPA's P.C.  
and the Peer Review Committee of the  
NYSSCPA Peer Review Program

We have reviewed the system of quality control for the accounting and auditing practice of Pattison, Koskey, Howe & Bucci CPA's P.C. (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

**Required Selections and Considerations**

Engagements selected for review included an engagement performed under Government Auditing Standards, including a compliance audit under the Single Audit Act and an audit of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Pattison, Koskey, Howe & Bucci CPA's P.C. in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Pattison, Koskey, Howe & Bucci CPA's P.C. has received a peer review rating of pass.

*Pattison, Koskey, Howe & Bucci*



# COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

MINUTES  
COLUMBIA COUNTY  
Capital Resource Corporation  
Finance Committee  
Tuesday, October 2, 2018  
4303 Route 9  
Hudson, New York

DRAFT

The regular meeting of Columbia County Capital Resource Corporation Board, held at their offices located at 4303 Route 9, Hudson, NY 12534 on the above date. The meeting was called to order at 8:35am by Carmine Pierro, Chairman.

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

Mr. Pierro welcomed Nina Fingar-Smith to the CRC Board.

**Minutes:**

*Mr. Richter made a motion, seconded by Mr. Gerlach to approve the February 6, 2018 minutes as distributed. Carried. Ms. Fingar-Smith abstained as she was not present at that meeting.*

**Treasurer's Report:**

Mr. Tucker reviewed the balance sheet and profit and loss statement with the Committee. He stated he was prepared to transfer the \$5,000 grant to the CRC now. He stated he had asked the CRC accountants to hold the line on their audit fees due to no new business. Mr. Galluscio noted the audit was driven by compliance requirements which would remain the same regardless of the activity of the organization. Mr. Tucker stated the insurance would be sent to bid noting his concern with the potential cost increase of D&O policies. *Mr. Keeler made a motion, seconded by Mr. Richter to approve the Treasurer's Report as presented. Carried.*

**DRAFT**

# **COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION**

## **CRC 2019 Budget:**

Mr. Tucker stated the 2019 budget would consist of splitting the \$5,000 CEDC grant between three lines. The Accounting & Audit line will total \$2,500, Insurance will total \$2,000 with the remainder of the \$5,000 going into Miscellaneous. He noted the budget will include no income. *Mr. Gerlach made a motion, seconded by Mr. Galluscio to approve the 2019 budget as presented. Carried.*

*With no public comment or further business to come before the Board, Mr. Richter made a motion, seconded by Mr. Keeler to adjourn the meeting. Carried. The meeting was adjourned at 8:45am.*

*Respectfully submitted by Lisa Drahushuk*

12:46 PM  
11/21/18  
Accrual Basis

**CRC**  
**Balance Sheet**  
**As of October 31, 2018**

	<u>Oct 31, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Key Bank checking	1,297.99
Key Bank Savings	460.68
Total Checking/Savings	<u>1,758.67</u>
Total Current Assets	<u>1,758.67</u>
<b>TOTAL ASSETS</b>	<u><u>1,758.67</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	6,172.28
Net Income	-4,413.61
Total Equity	<u>1,758.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,758.67</u></u>

12:47 PM

11/21/18

Accrual Basis

**CRC**  
**Profit & Loss Budget vs. Actual**  
**January through October 2018**

	<u>Jan - Oct 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Bank Int. Inc.	0.03	4.18	-4.15	0.7%
Grant from CEDC	0.00	5,000.00	-5,000.00	0.0%
<b>Total Income</b>	<u>0.03</u>	<u>5,004.18</u>	<u>-5,004.15</u>	<u>0.0%</u>
<b>Expense</b>				
Accounting & Audit	2,599.00	2,500.00	99.00	104.0%
Insurance	1,695.00	2,000.00	-305.00	84.8%
Miscellaneous	119.64	416.80	-297.16	28.7%
<b>Total Expense</b>	<u>4,413.64</u>	<u>4,916.80</u>	<u>-503.16</u>	<u>89.8%</u>
<b>Net Ordinary Income</b>	<u>-4,413.61</u>	<u>87.38</u>	<u>-4,500.99</u>	<u>-5,051.1%</u>
<b>Net Income</b>	<u><u>-4,413.61</u></u>	<u><u>87.38</u></u>	<u><u>-4,500.99</u></u>	<u><u>-5,051.1%</u></u>

# COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

**DRAFT**

MINUTES  
COLUMBIA COUNTY  
Capital Resource Corporation  
Board Meeting  
Tuesday, October 2, 2018  
4303 Route 9  
Hudson, New York

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Brian Keeler	Board Member	Present	
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Sarah Sterling	Secretary	Excused	
Theodore Guterman II	Counsel	Present	
F. Michael Tucker	President/CEO	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Erin McNary	Bookkeeper	Excused	
Edward Stiffler	Economic Developer	Present	
Martha Lane	Business Development Specialist	Present	
Carol Wilber	Marketing Director	Present	

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

- Minutes:
  - Full Board, June 5, 2018
- Treasurer's Report as presented to the Finance Committee
- CRC 2019 Budget as presented to the Finance Committee

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

*With no public comment or further business to come before the Board, Mr. Richter made a motion, seconded by Mr. Gerlach to adjourn the meeting. Carried. The meeting was adjourned at 8:46am.*

*Respectfully submitted by Lisa Drahushuk*