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Columbia Economic Development Corporation

MINUTES COLUMBIA ECONOMIC DEVELOPMENT CORPORATION LOAN COMMITTEE

Tuesday, December 11, 2018

4303 Route 9

Hudson, New York

A regularly scheduled meeting of Columbia Economic Development Corporation's (CEDC) Loan Committee was held at their offices located at 4303 Route 9, Hudson, NY 12534 on December 13, 2018. Robert Sherwood, Acting-Chairman, called the meeting to order at 8:32 am.

Attendee Name	Title	Status	Arrived
Rick Bianchi	Committee Member	Excused	
John Lee	Committee Member	Present	
Bob Sherwood	Committee Member	Present	
Colin Stair	Committee Member	Present	8:34am
Tony Jones	Committee Member	Present	
Brian Stickle	Committee Member/Alternate	Present	
F. Michael Tucker	President/CEO	Present	
Andy Howard	CEDC Attorney	Present	8:35am
Martha Lane	Business Development Specialist	Present	
Erin McNary	Bookkeeper	Present	
Edward Stiffler	Economic Developer	Present	
Carol Wilber	Marketing Director	Present	
Lisa Draushuk	Administrative Supervisor	Present	
Kayla Duntz	CEDC Intern	Present	8:41am

Minutes:

Mr. Lee made a motion, seconded by Mr. Stickle to approve the minutes of the November 13, 2018 meeting. Carried.

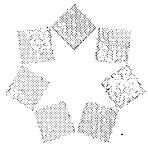
Portfolio Review:

Mr. Tucker stated Mr. Calcagno was behind in payments, but all other were current. Ms. Lane noted the Hudson River Laundress had brought in a payment for their charged off loan and planned on paying in full over time. The portfolio report was recommended to the full board.

Loan Request:

Serenity Wellness Centre Day Spa:

Ms. Lane stated the request was for \$4,500 in SBA funds to be used for marketing, inventory and working capital. The interest rate was 7% with a term of 36 months. She stated technical assistance had been provided for a marketing plan. *Mr. Stickle made a motion, seconded by Mr. Lee to approve the funding as outlined by Ms. Lane. Carried.*



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Loan Program Business Plan:

Mr. Tucker stated he had met with Brian Zweig regarding the business plan. He stated the DownHome software purchase had been initiated, and a meeting had been held with a certified Quickbooks consultant, a representative from Pattison, Koskey, Howe and Bucci CPA's, Ms. McNary and himself. He noted there were some issues regarding the download of data from Quickbooks to the DownHome system, but felt they could be overcome without a great deal of trouble. He stated the estimate for the data transfer was \$2,500, but noted an intern would be able to enter the information in the system. Mr. Sherwood suggested the old loan information could be handled by carrying over only the balance, history of late payments and the terms.

Other Business:

Mr. Tucker informed the Committee the SBA had given CEDC a great review. He reminded the Committee that the remaining \$150,000 of SBA money had been drawn down by to CEDC. He stated CEDC paid off one SBA note, freeing up \$22,500 in reserve funds to meet the 15% loan loss reserve requirement for the \$150,000.

Ms. Lane informed the Committee the Excelsior Growth Fund which offers SBA loans had been promoting their loans with a 9.25%. Mr. Tucker asked the attendees their opinion of reducing the loan rate by ¼ or ½% if they paid electronically. Mr. Sherwood noted the auto generation of additional penalties could be an issue by causing additional administrative time. He suggested surveying the current borrowers to gauge interest. MR. Tucker stated there were several loan clients who paid in cash. Mr. Sherwood asked the timeline of the new software going live. Mr. Tucker stated it could be ready by January 1, 2019.

Mr. Jones asked if there were any loans in the pipeline. Ms. Lane stated she had several which were on hold, but none that would be ready to proceed in the near term. He suggested a monthly feature in the newsletter.

Loan Committee Evaluation Review:

Mr. Lee made a motion, seconded by Mr. Stickle to approve the 2018 Loan Committee evaluation. Carried.

With no further business to come before the committee and no public comments, Mr. Lee made a motion, seconded by Mr. Stair, to adjourn the meeting. Carried.

The meeting adjourned at 8:55 a.m.

Respectfully submitted by Lisa Draushuk