



Choose Columbia

Columbia Economic Development Corporation

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION NOTICE OF MEETING

Please take notice that there will be a meeting of the Columbia Economic Development Corporation Governance and Nominating Committee held on January 22, 2019 at 8:30am, at 4303 Route 9, Hudson, NY 12534 for the purpose of discussing any matters that may be presented to the Committee for consideration.

Dated: January 15, 2019

Sarah Sterling

Secretary

Columbia Economic Development Corporation

CEDC Governance and Nominating Committee Agenda

Chairman:

Jim Campion

Members:

David Fingar

Tony Jones

James Lapenn

Gary Spielmann

Sarah Sterling

1. Minutes from November 14, 2018 meeting*
2. Board Candidates Interviews
3. Slate of Officers
4. Other Business
5. Public Comment

Attachments:

Draft November 14, 2018 Minutes

* Requires Approval



DRAFT

Choose Columbia

Columbia Economic Development Corporation

Meeting Minutes
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
GOVERNANCE and NOMINATING COMMITTEE
Tuesday, November 14, 2018
4303 Route 9
Hudson, New York

A regularly scheduled meeting of Columbia Economic Development Corporation’s (CEDC) Governance and Nominating Committee was held at their offices located at 4303 Route 9, Hudson, NY 12534 on November 14, 2018. The meeting was called to order at 8:35am by Tony Jones, CEDC Chairman.

Attendee Name	Title	Status	Arrived/Departed
James Champion	Committee Chair	Present	Entered 8:40am
David Fingar	Committee Member	Present	
Tony Jones	Committee Member	Present	
James Lapenn	Committee Member	Present	
Michael Polemis	Committee Member	Excused	
Gary Spielmann	Committee Member	Excused	
Sarah Sterling	Committee Member	Present	
F. Michael Tucker	President/CEO	Present	
Andy Howard	Counsel	Present	
Lisa Drahushuk	Administrative Supervisor	Excused	
Erin McNary	Bookkeeper	Present	
Martha Lane	Business Development Specialist	Present	
Ed Stiffler	Economic Developer	Present	
Carol Wilber	Marketing Director	Present	

Minutes:

Ms. Sterling made a motion, seconded by Mr. Lapenn to approve the minutes of June 19, 2018. Carried.

Committee Charter Review:

Mr. Jones brought to the Committee’s attention that the Committee Charter must be reviewed and approved annually. He noted there are no changes proposed to the charter at the present time and asked for a motion to approve the Committee Charter. *Mr. Lapenn made a motion, seconded by Mr. Fingar to re-affirm the charter. Carried.*



DRAFT

Choose Columbia

Columbia Economic Development Corporation

Board Candidates:

Along with Mr. Jones' previously announced resignation, the Committee discussed the possibility of other Board members' resignation due to changes in employment and personal issues. Mr. Jones and other Committee members discussed the replacement of these possible resignations and future members. The Committee identified several types of persons that they believe would add to the diversity of the membership such as agri-business, small locally grown business, representatives of women and minority owned businesses and other professionals. The members, were asked to submit the names of potential new Board members to Mr. Jones who will make contact with them to ascertain their desire to serve on the Board. Mr. Lapenn suggested that the members be provided a printout of when their terms began and end and which "bucket" they are included in.

Chairman:

With the pending retirement of Mr. Jones from the Board, the Chairman's position becomes vacant. At the last meeting, members were asked if any of them were interested in the position of Chairman. Current Vice-Chairman Fingar has expressed interest in assuming the position but in a somewhat altered format. Should Mr. Fingar be elected to the Chairman's position, that would open up the Vice-Chairman's position. A Board member has expressed interest, but to date has not made a formal commitment. The Committee will be offering a formal recommendation on the entire slate of Board Officers in December for appointment at the January 2019 meeting. Ms. Sterling suggested that Carol Wilber, Marketing Director, assist Mr. Fingar with the preparation of an updated resume.

Mr. Jones also noted that he has been the County's representative on the Workforce Investment Board and that a new representative will have to be appointed by the County Board of Supervisors. Anyone who may be interested in filling that vacancy should contact either him or the Chairman of the Board of Supervisors.

Other Business:

Goat Study:

Mr. Tucker informed the Committee that CEDC has submitted an application to the NY Farm Viability Institute for a third project related to the Goat Study. Ms. Joan Snyder assisted with the preparation, but has been told by CEDC that this will not give her any preference in the RFP process that will be used to select a consultant. CEDC staff will be doing the administration for this grant if approved.



DRAFT

Choose Columbia

Columbia Economic Development Corporation

Sexual Harassment Training :

Mr. Tucker informed the Committee that he has hired the County's Human Resources Attorney to make a presentation on the new Sexual Harassment Protocol. The presentation will be at the January Board meeting and following the meeting the attorney will provide a training class for all of CEDC staff. An invitation will be extended to any members whom would like to attend the training session.

Resource Book – At the December Board meeting, members will be receiving a resource book to be used in assisting with the review of the strategic plan. The book will contain information on other economic development agencies, both bigger and smaller, in our region and will help to define what CEDC's role in the County's economic development should be. It was stressed that this perspective should not reduce the importance of the agency roles and goals, but will supplement and compliment addressing the issues the County is facing such as housing for the homeless, affordable housing, broadband and agri-business.

Adjournment:

Having no further business and hearing no public comments, the committee meeting was adjourned at 9:36 a.m. on a motion by Mr. Fingar, seconded by Mr. Jones. Carried.

Respectfully submitted by Edward Stiffler