



# Choose Columbia

Columbia Economic Development Corporation

## **COLUMBIA ECONOMIC DEVELOPMENT CORPORATION NOTICE OF MEETING**

Due to public health and safety concerns related to COVID-19, the **COLUMBIA ECONOMIC DEVELOPMENT CORPORATIONS EXECUTIVE COMMITTEE** will not be meeting in-person. In accordance with the Governor's Executive Order 202.1, the **THURSDAY, APRIL 16, 2020 EXECUTIVE COMMITTEE** meeting will be held at **8:30 am via conference call, (CALL IN NUMBER 1-800-245-9874 ACCESS NUMBER 3180900)** and will be recorded with a transcript provided at a later date. The public will have an opportunity to hear the meeting live and provide comments. Comments can also be provided via email before and during the meeting to [mtucker@columbiaedc.com](mailto:mtucker@columbiaedc.com). Please check the meeting **Agenda** posted on the **CEDC's website [www.columbiaedc.com](http://www.columbiaedc.com)** for further instructions to access the virtual meeting and for updated information.

Dated: April 15, 2020

Sarah Sterling

Secretary

Columbia Economic Development Corporation

## **CEDC Executive Committee Agenda**

### **Chairman:**

David Fingar

### **Members:**

James Calvin

Sarah Sterling

John Lee

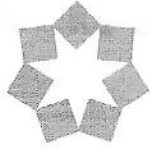
Richard Cummings

1. Minutes, January 14, 2020\*
2. CEDC- Berkshire Taconic Community Foundation's Small Business Continuity Fund
  - a. Memorandum of Understanding\*
  - b. \$15,000 CEDC Contribution\*
3. SBA Key Bank \$75,000 Loan\*
4. CEDC COVID-19 Response Update
5. Rapid Response Loan Program
6. Other Business
7. Public Comment

### **Attachments:**

Draft Minutes, January 14, 2020

\* Action Required



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**MINUTES  
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION  
Executive Committee  
Tuesday, January 14, 2020  
One Hudson City Centre, Suite 301  
Hudson, NY 12534**

A regularly scheduled meeting of the Columbia Economic Development Corporation (CEDC) Executive Committee held at their offices located at One Hudson City Centre, Suite 301, Hudson, NY 12534 on January 14, 2020. The meeting was called to order at 8:35am by David Fingar, Chair.

Attendee Name	Title	Status	Arrived
David Fingar	Chair	Present	
James Calvin	Vice-Chair	Present	
John Lee	Treasurer	Excused	
Sarah Sterling	Secretary	Present	
Richard Cummings	Committee Member	Present	
Andrew Howard, Esq	CEDC Counsel	Present	
F. Michael Tucker	President/CEO	Present	
Lisa Drahushuk	Administrative Supervisor	Excused	
Martha Lane	Business Development Specialist	Present	
Erin McNary	Bookkeeper	Present	
Ed Stiffler	Economic Developer	Present	
Carol Wilber	Marketing Director	Present	

**Minutes:**

*The minutes of the March 20, 2019 meeting were approved on a motion by Vice Chairman Calvin, seconded by Secretary Sterling. Vote: All in Favor*

**Executive Committee Charter Review:**

*The Executive Committee Charter was reviewed and approved, without changes on a motion by Secretary Sterling, seconded by Vice Chairman Calvin. Vote: All in Favor*

**2019 CEDC Committee Report of Discharged Duties:**

President Tucker reported that the Executive Committee did during 2019 the following:

- Reviewed and reaffirmed the Committee Charter
- Completed and reviewed the required self evaluation
- Reviewed the draft changes to the Strategic Plan

*On a motion by Vice Chairman Calvin, second by Mr. Cummings, the report was accepted. Vote: All in Favor*

**Division of the Audit and Finance Committee:**

President Tucker informed the Committee, that while discussing the committee structure of the Columbia County IDA with the ABO, he learned that the Audit and Finance Committee should be split into two separate committees. Draft copies of new charters for the Audit Committee and the Finance Committee were provided to the committee for review. The Committee was informed that if they choose to split the committees, the CEDC By-Laws would have to be amended at the annual meeting.

*On a motion by Vice Chairman Calvin, seconded by Mr. Cummings, the Committee recommended to the full board that the separation of the Audit and Finance Committee should be done. Vote: All in Favor*

*Also on a motion by Mr. Cummings, seconded by Secretary Sterling, the Committee recommended that the draft charters for the new Audit Committee and the new Finance Committee be approved by the full board. Vote: All in Favor*

**President's Update:**

President Tucker provided an update on the actions that he has been involved in. They included:

- Meetings with newly elected Supervisor and the City of Hudson Mayor where he provided information on the role of CEDC and issues that it is facing and offering assistance to their local Economic Development Committees.
- Attended Governor Cuomo's State of the State Address
- The Career Jam is moving forward with the anticipated costs being split by both CEDC and their counterpart in Greene County.
- Met with Greene County Officials to discuss the CGCC proposed Economic Development Summit

**Committee meeting format:**

Vice Chairman Calvin asked if the Committee meetings, with limited agendas addressing only housekeeping issues, could be done by conference calling. Attorney Howard said this could not be done, but it may be possible to have the committee meetings that address the annual housekeeping issues to be held immediately prior to the annual meeting. This would eliminate the separate meetings of all of the committees when addressing the annual issues. President Tucker will work to incorporate this into the annual meeting structure. President Tucker also reminded the Committee that the meetings of the County IDA must now be live streamed. He is working with a consultant who will be providing equipment to be set up in the conference room and that could be activated by a simple flipping of a switch. He noted that presently the CEDC Board and Committees Meetings are not required to be live streamed, but that may change in the future.

**Adjournment:**

*The meeting adjourned at 8:42 a.m. on a motion by Vice Chairman Calvin, seconded by Secretary Sterling. Vote: All in Favor*