

# 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, Finance and Governance Committees which will be held on March 15, 2021 at 8:30am on Google Meet for the purpose of discussing any matters that may be presented to the Corporation for consideration. The meeting can be accessed by the link: [meet.google.com/bjk-jdxz-eok](https://meet.google.com/bjk-jdxz-eok) join by phone : +1 636-206-4873 (PIN: 421846190)

Dated: March 8, 2021

Nina Fingar -Smith, Secretary, Columbia County Capital Resource Corporation

### CRC Meeting Agenda

#### Members:

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

#### 1. Committee Reports

##### Consent Agenda

##### Audit Committee:

- a. 2020 Audited Financial Statements and Required Correspondence\*

##### Finance Committee:

- a. Treasurer's Report\*

- 2. Draft Minutes, February 2, 2021\*
- 3. Administrative Director's Report
- 4. Confidential Board Evaluation\*
- 5. 2020 PARIS Report Review
- 6. Public Comments

#### Attachments:

2020 Audited Financial Statements and Required Correspondence

Treasurer's Report

Minutes, February 2, 2021

2020 PARIS Report

\* Requires Approval

# COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

**DRAFT**

**MINUTES  
COLUMBIA COUNTY  
Capital Resource Corporation  
Board Meeting  
Tuesday, February 2, 2021  
Via Google Meet due to the COVID-19 outbreak**

The regular meeting of Columbia County Capital Resource Corporation Board, held via Google Meet on the above date. The meeting was called to order at 8:40am by Carmine Pierro, Chairman

Attendee Name	Title	Status	Arrived
Nina Fingar-Smith	Secretary	Present via Meet	
Robert Galluscio	Treasurer	Present via Meet	
William Gerlach	Board Member	Present via Meet	
Brian Keeler	Board Member	Present via Meet	
Carmine Pierro	Chair	Present via Meet	
Sarah Sterling	Vice Chair	Present via Meet	
Theodore Guterman II	Counsel	Present via Meet	
F. Michael Tucker	President/CEO	Present via Meet	
Lauren Cranna	Business Development Partner	Present via Meet	
Lisa Drahushuk	Administrative Supervisor	Present via Meet	
Cat Lyden	Assistant Administrative / Bookkeeper	Present via Meet	
Martha Lane	Business Development Director	Present via Meet	
Erin McNary	Bookkeeper	Present via Meet	
Ileana Morales	Marketing Specialist	Present via Meet	
Carol Wilber	Marketing and Communications Director	Present via Meet	
Jeanne Mettler	Supervisor, Town of Copake	Present via Meet	
Chris Kersten	Supervisor, Town of Hillsdale	Present via Meet	
Richard Wolf	Dep. Supervisor, Town of Copake	Present via Meet	
Stephen Futrell	Member of the Public	Present via Meet	
Tom Feeney	Member of the Public	Present via Meet	
Thomas Goldworthy	Member of the Public	Present via Meet	
917-xxx-xx50	Member of the Public	Present via Meet	
518-xxx-xx23	Member of the Public	Present via Meet	

## **Slate of Directors:**

Mr. Pierro read the Slate of Directors enclosed in the meeting packet. He asked if there were any changes to the slate as proposed. No changes were proposed. Mr. Pierro called for a motion to approve the slate of directors as presented. *Mr. Gerlach made a motion, seconded by Mr. Galluscio to approve the slate of Directors as follows: Chair: Carmine Pierro, Vice Chair: Sarah Sterling, Secretary: Nina Fingar-Smith, Treasurer: Robert Galluscio. Carried.*

## **Annual Housekeeping Resolution:**

Mr. Pierro asked if there were any changes to the Annual Housekeeping Resolution. With no questions or changes, presented, Mr. Pierro called for a motion. *Ms. Fingar-Smith made a motion, seconded by Mr. Keeler to approve the resolution as presented. Carried.*

# COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

**DRAFT**

## **Minutes:**

*Ms. Sterling made a motion, seconded by Mr. Galuscio to approve the minutes of December 14, 2020 as presented. Carried.*

Mr. Pierro asked for a motion to hold the meeting in abeyance in order to hold the Committee meetings. *Mr. Gerlach made a motion, seconded by Ms. Fingar-Smith to hold the full board meeting in abeyance. Carried. The meeting paused at 8:44am.*

Mr. Pierro called for a motion to re-open the full board meeting. *Mr. Keeler made a motion, seconded by Ms. Sterling to reopen the meeting. Carried. The meeting re-opened at 8:51am.*

## **Consent Agenda:**

1. Annual Reports
  - a. 2020 Operations and Accomplishments\*
  - b. 2020 Performance Measures Report\*
  - c. 2021 Mission & Measurements Goals\*
2. Committee Reports
  - a. Audit Committee
    - i. Audit Committee Charter\*
    - ii. 2020 Internal Controls Statement\*
    - iii. 2020 Discharged Duties\*
  - b. Finance Committee
    - i. Treasurer's Report\*
    - ii. Finance Committee Charter\*
    - iii. 2020 Investment Report\*
    - iv. 2020 Discharged Duties\*
  - c. Governance Committee
    - i. Governance Committee Charter\*
    - ii. 2021 Compliance Calendar\*
    - iii. 2020 Discharged Duties\*

Mr. Pierro called for a motion to approve the above items as a consent agenda. *Mr. Galluscio made a motion, seconded by Ms. Sterling to approve the above stated items as a consent agenda. Carried.*

## **Administrative Director's Report:**

Mr. Tucker stated he had nothing to report. He asked Mr. Guterman to report to the Board about the Columbia Memorial Hospital bonds. Mr. Guterman stated Columbia Memorial Hospital had refinanced through the State of New York and had paid off their bonds, issued through the CRC, in 2020.

*With no public comment and no further business to come before the Board, Mr. Gerlach made a motion, seconded by Mr. Keeler to adjourn the meeting. Carried. The meeting was adjourned at 8:55am.*

*Respectfully submitted by Lisa Drahushuk*

**CRC**  
**Balance Sheet**  
**As of February 28, 2021**

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	<u>Feb 28, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Key Bank checking	488.55
Key Bank Savings	162.76
Total Checking/Savings	<u>651.31</u>
Total Current Assets	<u>651.31</u>
<b>TOTAL ASSETS</b>	<u><b>651.31</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	2,505.63
Net Income	<u>-1,854.32</u>
Total Equity	<u>651.31</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>651.31</b></u>

1:32 PM

03/08/21

Accrual Basis

**CRC**  
**Profit & Loss Budget vs. Actual**  
**January through February 2021**

	Jan - Feb 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Bank Int. Inc.	0.00	0.82	-0.82	0.0%
Grant from CEDC	0.00	5,000.00	-5,000.00	0.0%
<b>Total Income</b>	<b>0.00</b>	<b>5,000.82</b>	<b>-5,000.82</b>	<b>0.0%</b>
Expense				
Accounting & Audit	0.00	0.00	0.00	0.0%
Insurance	1,799.72	2,000.00	-200.28	90.0%
Miscellaneous	54.60	83.34	-28.74	65.5%
<b>Total Expense</b>	<b>1,854.32</b>	<b>2,083.34</b>	<b>-229.02</b>	<b>89.0%</b>
<b>Net Ordinary Income</b>	<b>-1,854.32</b>	<b>2,917.48</b>	<b>-4,771.80</b>	<b>-63.6%</b>
<b>Net Income</b>	<b>-1,854.32</b>	<b>2,917.48</b>	<b>-4,771.80</b>	<b>-63.6%</b>