

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 Executive Committee held on March 9, 2021 at 8:30am, to consider all matters presented to the Committee for consideration.. Due to public health and safety concerns related to COVID-19, the meeting will not take place in-person. In accordance with the Governor's Executive Order 202.1, the meeting will be held via **Zoom Meeting**; and will be recorded.

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. Please check the meeting **Agenda** posted on the **CEDC's website** www.columbiaedc.com for further instructions to access the virtual meeting and for updated information

Dated: March 2, 2021

Sarah Sterling

Secretary

Columbia Economic Development Corporation

CEDC Executive Committee Agenda

Chairman:

David Fingar

Members:

James Calvin

Sarah Sterling

John Lee

Richard Cummings

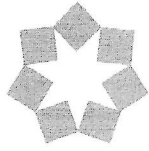
1. Minutes, January 12, 2021 & February 8, 2021*
2. Executive Committee Annual Evaluation Review*
3. Staffing Update
4. Public Comment

Attachments:

Minutes: January 12, 2021

February 8, 2021

* Action Required



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Columbia Economic Development Corporation

MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Executive Committee
Tuesday, January 12, 2021
One Hudson City Centre, Suite 301
Hudson, NY 12534
Via Zoom

A special meeting of the Columbia Economic Development Corporation (CEDC) Executive Committee held via Zoom due to the COVID-19 pandemic on October 28, 2020. The meeting was called to order at 8:30am by David Fingar, Chair.

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

Minutes:

Mr. Calvin made a motion, seconded by Mr. Lee to approve the minutes of the October 28, 2020 meeting. Carried.

Charter:

Mr. Calvin made a motion, seconded by Ms. Sterling to approve the Executive Committee charter as presented. Carried.

Discharged Duties:

Mr. Calvin made a motion, seconded Mr. Lee to approve the 2020 Executive Committee Discharged Duties. Carried.

Berkshire Taconic Foundation School Hot Spot Program:

Mr. Tucker stated they were still in discussions about the program regarding how to distribute the funds in an equitable way, perhaps based on the school lunch program numbers. He suggested CEDC donate

\$10,000. Ms. Sterling made a motion, seconded by Mr. Cummings to recommend CEDC acting as the pass through and donate \$10,000 to the Berkshire Taconic Foundation School Hot Spot Program. Carried.

Personnel/Staff:

Mr. Tucker thanked the Committee for their support over the past year. He reviewed and introduced the new staff. He noted the staff had gone to a team approach in regards to working in the office due to the increasing COVID numbers.

Other Business:

Mr. Tucker stated he was exploring applying for a second PPP loan with UHY . He noted he would need approval to sign the application documents. He stated he was currently working on the renewal of the County contract for 2021. He reviewed the projects CEDC was working on with the County, including broadband, housing, and solar. He stated he was exploring a housing program through Patterns for Progress. He stated he would keep the Committee informed. He reviewed the other projects CEDC continued to work on with the towns and County. Ms. Sterling suggested perhaps the Board should look at the strategic plan for potential changes. Mr. Cummings and Ms. Sterling cautioned against overload.

Mr. Tucker stated the SBA would be offering a three month deferment on their loans. He and Ms. Lane discussed and felt a payment deferment on the CEDC loans could be offered if the borrowers requested one.

With no further business or public comments, Ms. Sterling made a motion, seconded by Mr. Lee to adjourn the meeting. The meeting adjourned at 9:10am.

Respectfully submitted by Lisa Drahusiak,



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MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Executive Committee
Tuesday, February 8, 2021
One Hudson City Centre, Suite 301
Hudson, NY 12534
Via Zoom

A special meeting of the Columbia Economic Development Corporation (CEDC) Executive Committee held via Zoom due to the COVID-19 pandemic on February 8, 2021. The meeting was called to order at 8:30am by David Fingar, Chair.

Attendee Name	Title	Status	Arrived
David Fingar	Chair	Present via Zoom	
James Calvin	Vice-Chair	Present via Zoom	
John Lee	Treasurer	Present via Zoom	
Sarah Sterling	Secretary	Present via Zoom	
Richard Cummings	Committee Member	Excused	
Andrew Howard, Esq	CEDC Counsel	Present via Zoom	
F. Michael Tucker	President/CEO	Present via Zoom	
Lauren Cranna	Business Development partner	Excused	
Lisa Drahushuk	Administrative Supervisor	Present via Zoom	
Martha Lane	Business Development Specialist	Present via Zoom	
Cat Lyden	Assistant Administrative and Bookkeeper	Present via Zoom	
Erin McNary	Bookkeeper	Present via Zoom	
Ileana Morales	Marketing Specialist	Excused	
Carol Wilber	Marketing Director	Present via Zoom	
Natasha Vaughn	Columbia Greene Media	Present via Zoom	

PPP Loan:

Mr. Tucker stated he had confirmed with UHY the pass through grants do not qualify as grant revenue. He stated according to the calculations CEDC should be under the limit to apply for the PPP loan. He stated he would be waiting until the 4th quarter numbers had been adjusted to see if CEDC was still eligible. He noted no paperwork had been signed.

Mr. Fingar asked if there was any public comment at this time, with none he asked the Board to enter into Executive Session, under Section 105 (f) of the New York State Public officers law to discuss: the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mr. Calvin made a motion seconded by Ms. Sterling to enter into Executive Session. Executive Session was entered into at 8:34am. Executive Session was exited at 9:10am and the meeting adjourned at 9:10am upon a motion by Mr. Calvin and seconded by Mr. Lee.

Respectfully submitted by Lisa Drahushuk.

2020 Summary Confidential Evaluation of Executive Committee Performance				
		Somewhat	Somewhat	
Criteria	Agree	Agree	Disagree	Disagree
The Committee reviews and approves its charter and its policies and procedures, and recommends any changes to the board for approval, at least annually.	5			
The Committee conducts a self-evaluation at least annually.	5			
Reports proceedings, findings and recommendations to the Board after each Committee meeting.	5			
The Committee members receive a clear agenda and sufficient materials to prepare for each meeting with sufficient time to review and prepare.	5			
The Committee members are kept up to date on Company and corporate governance issues.	5			
The Committee members have the opportunity to speak with and ask questions of any Committee advisors that attend Committee meetings.	4	1		
The Committee promotes the importance of compliance with Company policies and procedures.	5			
The Committee receives sufficient information from management for its decision-making.	5			
The Committee has clear role, well understood and supported by all board members; serves as a valuable resource to the board chair and CEO in guiding the organization and also in improving the overall board performance	5			
Oversees the performance of the CEO/President and makes annual recommendations to the Board concerning performance, expectations and compensation as required.	5			