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Columbia Economic Development Corporation

Meeting Minutes DRAFT
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
GOVERNANCE and NOMINATING COMMITTEE
Tuesday, February 14, 2023
One Hudson City Centre, Suite 301
Hudson, New York

A regular meeting of the Columbia Economic Development Corporation Governance and Nominating Committee was held on February 14th at 8:30am for the purpose of hearing any matters that may be presented to the Committee for consideration.

The meeting was called to order at 8:30am by Sarah Sterling, Chair.

Attendee Name	Title	Status	Arrived/Departed
James Calvin	Committee Member	Present in person	
David Fingar	Committee Member	Present in person	
Tarah Gay	Committee Member	Via Zoom	
Kenneth Leggett	Committee Member	Absent	
Sarah Sterling	Committee Member	Present in person	
F. Michael Tucker	President/CEO	Via Zoom	
Andy Howard	Counsel	Present in person	
Jessica Gabriel	Senior Economic Developer	Present in person	
Chris Brown	Housing Development Coordinator	Present in person	
Martha Lane	Administrative Supervisor	Present in person	
Stephen VanDenburgh	Business Development Specialist	Present in person	
Lisa Drahushuk	Administrative Supervisor	Present in person	
Cathy Lyden	Bookkeeper	Present in person	
Riley Werner	Administrative Assistant	Present in person	

Minutes January 17, 2022:

Mr. Calvin made a motion, seconded by Mr. Fingar to approve the draft minutes from January 17, 2023 as presented. Carried.

Committee Evaluation:

Mr. Fingar made a motion, seconded by Mr. Calvin to approve the committee evaluation as presented. Carried.

2023 Compliance Calendar:

Mrs. Drahushuk stated there had been no changes to the calendar for the previous year. Mr. Calvin made a motion, seconded by Mr. Fingar to recommend the calendar to the full board. Carried.



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Committee Charters Review Update:

Ms. Sterling suggested she and Mr. Howard make an appointment to sit to discuss the charter revisions for the upcoming week.

Committee Appointments - New Members:

Ms. Sterling stated all new members had been appointed committee seats. She stated she would be contacting Mr. Cummings to discuss his service on an additional committee. She noted the Governance Committee was shy one member.

Employee Handbook Update:

Mr. Tucker stated he had received the draft later than anticipated, noting he expected having a version ready for the next Committee meeting and then would be able to be presented to the Board. He stated a staff meeting would be scheduled in order to hold a staff training. He noted a performance review process would be instituted. Ms. Sterling asked if the Board was required to take any training. Mr. Tucker offered to make it available for the Board. He also stated Ms. Sterling as Ethics Officer is required to take training under the NYS Lobbying Act.

Annual Meeting Planning:

Board Openings:

Ms. Sterling noted there were currently no openings on the Board, but the Board had interviewed one candidate for any future openings.

Keynote Speaker:

Mr. Tucker stated a letter had been sent to John Williams, with no response received. He felt it would be prudent to investigate other speakers. He asked the committee to send their suggestions for speakers to him.

Staffing Update:

Mr. Tucker stated the new employees were up to speed and had added energy and dynamics to the organization. He noted there was a great synergy between Mrs. Gabriel, Ms. Lane, Mr. VanDenburgh and Mr. Brown.

Mr. Tucker asked Mrs. Gabriel to give an update on Columbia Forward. Mrs. Gabriel noted with the Chamber's staffing issue. Mr. Gerlach was taking on a larger role. She noted Mr. Gerlach had joined her in meeting with Supervisor Knott of Stuyvesant. She stated a Quickbooks training had been held last week. She felt once the new Chamber employee was on board the workshops would get back on schedule. She stated a business round table meet up with Germantown was scheduled for March 2nd at 5:00pm. She stated she anticipated reaching out to businesses and determine their needs in the future.

Mr. Tucker stated Chatham Supervisor Collins had invited CEDC to participate in a housing forum later in the month. He stated the Board of Supervisors had approved the 2023 CEDC contract.

Having no further business and no public comments, the committee meeting was adjourned at 8:55 a.m. on a motion by Mr. Calvin, seconded by Mr. Fingar. Carried.

Respectfully submitted by Lisa Draushuk