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Columbia Economic Development Corporation

Meeting Minutes
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
GOVERNANCE and NOMINATING COMMITTEE
Tuesday, May 9, 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 May 9th 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	Present in person	
Sarah Sterling	Committee Member	Present in person	
F. Michael Tucker	President/CEO	Present in person	
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	
Justin Goldman	The Bank of Greene County	Present in person	

Minutes February 14, 2023:

Mr. Calvin made a motion, seconded by Ms. Gay to approve the draft minutes from February 14, 2023 as presented. Carried.

Governance and Nominating Committee Charter Review:

Mr. Fingar made a motion, seconded by Mr. Calvin to ratify the charter as presented. Carried.

Committee Appointments - New Members:

Ms. Sterling noted that all current members had committee appointments. They discussed the committee appointments, noting that with the resignations of Mr. Leggett and Mr. Balasar, new members would need to be assigned committees. Mr. Tucker suggested it would be a good time to see if each of the Committees had sufficient members and determine the member’s interest in serving on other committees. He stated this



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would be reported to the Full Board. He suggested staggering the Committee meetings, stating a report would be presented to the Full Board.

Board Openings - Candidate Interview:

Mr. Goldman joined the meeting at 8:37am. *Ms. Sterling called for a motion to enter Executive Session under NYS Open Meeting Law §105 1. f.: 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. Ms. Gay made the motion, seconded by Mr. Fingar. All present voted in favor. Executive Session was entered into at 8:39am. Executive Session was exited at 8:55am on a motion by Mr. Fingar and a second by Mr. Calvin. Carried.*

Mr. Fingar made a motion, seconded by Mr. Calvin to recommend Mr. Goldman as a CEDC Board candidate to the Full Board. Carried.

The Committee discussed contacting several of the Board members who have not been consistent with their attendance. The Committee asked for a board list outlining the Board members location and businesses.

Employee Handbook Update:

Mr. Tucker and Mrs. Gabriel reviewed the revised Employee Manual. Mr. Tucker reviewed the changes. He noted the section on health insurance would require further review. He asked the Board and Team members to review for any additional changes. *Mr. Calvin made a motion, seconded by Ms. Gay to recommend the manual to the full board for approval. Carried.*

Staffing Update:

Mr. Tucker stated the quality of the team showed during the Annual Meeting, stating he was confident in what CEDC was doing. He noted he was slightly concerned with the volume of work coming to CEDC, noting there were two or three new projects and/or loan inquiries coming in a week. He noted the SBA had approved \$775,000 in loan funding. He noted CEDC currently has \$3.4 million. He felt the grant funding would remain at the current level due to the amount of the loans made. He noted that the percentage of government funding was being offset with the SBA funding.

Ms. Lane and Mr. Vandenburg gave a brief overview of their SBA meeting in Detroit. Mr. Brown gave a brief overview of the Affordable Housing committee and what they were discussing. Mr. Tucker thanked Ms. Warner for her work on the annual meeting and the related handouts.

Having no further business and no public comments, the committee meeting was adjourned at 9:29 a.m. on a motion by Ms. Gay, seconded by Mr. Fingar. Carried.

Respectfully submitted by Lisa Draushuk