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Columbia Economic Development Corporation

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION NOTICE OF PUBLIC MEETING

Please take notice that there will be a regular meeting of the Columbia Economic Development Corporation's Governance & Nominating Committee to be held in person on August 15, 2023 at 8:30am, at One Hudson City Centre, Suite 301, Hudson, NY 12534 in accordance with Public Officers Law Section 103-a. This meeting is open to the public, who will have the opportunity to attend the meeting in person at the One Hudson City Centre address or via Zoom and provide live comments. Comments can also be provided via email before and during the meeting to mtucker@columbiaedc.com. Meeting packets are posted and available on CEDC's website:

<https://columbiaedc.com>. Join Zoom Meeting

<https://us06web.zoom.us/j/85613958157?pwd=YVVRL1UrM0pLeTVkMkhlcFNNckJaZz09>

Meeting ID: 856 1395 8157, Passcode: 245096, Dial by your location: 1 646 558 8656

Find your local number: <https://us06web.zoom.us/j/85613958157?pwd=YVVRL1UrM0pLeTVkMkhlcFNNckJaZz09>

Dated: August 8, 2023

Sarah Sterling, Secretary Columbia Economic Development Corporation

CEDC Governance and Nomination Committee Agenda

Chairman:

Sarah Sterling

Members:

James Calvin

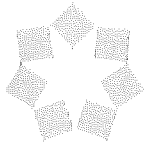
David Fingar

Tarah Gay

1. Minutes, May 9, 2023*
2. Board Openings *
3. Draft 2024 Board and Committee Meeting Calendar*
4. Board and Committee Attendance 2023
5. Other Business
6. Public Comment

Attachments:

Draft May 9, 2023 Minutes
Draft 2024 Board Meeting Calendar



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**Meeting Minutes DRAFT
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:

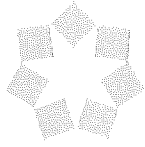
Mr. Calvin made a motion, seconded by Ms. Gay to approve the draft minutes from February 14, 2023 as presented. Carried.

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

2024 Meeting Schedule

<p>January 2024</p> <ul style="list-style-type: none"> • 1st Holiday Office Closed • 9th CEDC Executive Com 8:30am • 10th CEDC Audit & Finance Com 8:30am • 11th Wkforce & Ed 8:30am Tent • 15th Holiday Office Closed • 16th Gov & Nom Com 8:30am • 17th Tentative HIDA meeting 9:30am • 22nd Loan Com 8:30am • 30th CEDC Full Board 8:30am 	<p>July 2024</p> <ul style="list-style-type: none"> • 3rd HIDA meeting 9:30am • 4th Holiday Office Closed • 16th CEDC Aud & Fin Com 8:30am • 22th CEDC Loan Committee 8:30am • 30th CEDC Full Board 8:30am
<p>February 2024</p> <ul style="list-style-type: none"> • 1st Workforce & Education 8:30am • 6th IDA & CRC 8:30am • 7th HIDA 9:30am • 12th Loan Com 8:30am • 13th Gov & Nom Com 8:30am • 19th Holiday Office Closed • 27th CEDC Full Board 8:30am 	<p>August 2024</p> <ul style="list-style-type: none"> • 1st Workforce & Ed. Com 8:30am • 6th IDA & CRC 8:30 am • 7th HIDA 9:30am • 13th CEDC Gov & Nom Com 8:30am • 19th CEDC Loan Committee 8:30am • 27th CEDC Full Board 8:30am
<p>March 2024</p> <ul style="list-style-type: none"> • 5th CEDC Exec Committee 8:30am • 6th HIDA 9:30am • 11th IDA CRC PARIS Meeting 8:30am • 18th CEDC Loan Com 8:30am • 19th Audit & Finance 8:30am • 26th CEDC Full Board 8:30am 	<p>September 2024</p> <ul style="list-style-type: none"> • 2nd Holiday Office Closed • 4th HIDA 9:30am • 16th CEDC Loan Committee 8:30am • 17th CEDC Executive Committee 8:30am • 24th CEDC Full Board 8:30am
<p>April 2024</p> <ul style="list-style-type: none"> • 2nd IDA/CRC Meeting 8:30am • 3rd HIDA 9:30am • 9th CEDC Audit and Fin Com 8:30am • 15th CEDC Loan Com 8:30am • 23rd CEDC Full Board 8:30am IF NEEDED • 30th CEDC Annual Meeting 7:30am 	<p>October 2024</p> <ul style="list-style-type: none"> • 1st IDA & CRC 8:30 am • 2nd HIDA 9:30am • 15th CEDC Audit & Fin 8:30 am • 21st CEDC Loan Committee 8:30am • 29th CEDC Full Board 8:30am
<p>May 2024</p> <ul style="list-style-type: none"> • 1st HIDA 9:30am • 2nd Workforce & Education Com 4:00pm • 7th CEDC Gov & Nom Com 8:30am • 20th CEDC Loan Com 8:30am • 27th Holiday Office Closed • 28th CEDC Full Board 8:30am 	<p>November 2024</p> <ul style="list-style-type: none"> • 6th HIDA 9:30am • 7th Workforce & Education Com 4:00pm • 12th CEDC Gov & Nom Com 8:30am • 18th Loan Committee 8:30am • 21st Holiday Office Closed • 22nd Holiday Office Closed • 26th CEDC Full Board 8:30am
<p>June 2024</p> <ul style="list-style-type: none"> • 4th IDA/CRC 8:30am • 5th HIDA 9:30am • 11th CEDC Executive Committee 8:30am • 17th CEDC Loan Committee 8:30am • 25th CEDC Full Board 8:30am 	<p>December 2024</p> <ul style="list-style-type: none"> • 3rd IDA & CRC 8:30am • 4th HIDA 9:30am • 9th CEDC Loan Committee 8:30am • 10th CEDC Executive Committee 8:30am • 17th CEDC Full Board 8:30am • 25th Holiday Office Closed

2024 Meeting Schedule

2024 CEDC Audit & Finance Committee Meetings

- January 10th 8:30am
- March 19st 8:30am
- April 9th 8:30am
- July 16th 8:30am
- October 15th 8:30am

2024 CEDC Executive Committee Meetings

- January 9th 8:30am
- March 5th 8:30am
- June 11th 8:30am
- September 17th 8:30am
- December 10th 8:30am

2024 CEDC Governance & Nominating Committee Meetings

- January 16th 8:30am
- February 13th 8:30am
- May 7th 8:30am
- August 13th 8:30am
- November 12th 8:30am

2024 CEDC Loan Committee Meetings

- January 22nd 8:30am
- February 12th 8:30am
- March 18th 8:30am
- April 15th 8:30am
- May 20th 8:30am
- June 17th 8:30am
- July 22nd 8:30am
- August 19th 8:30am
- September 16th 8:30am
- October 21st 8:30am
- November 18th 8:30am
- December 9th 8:30am

2024 CEDC Workforce & Education Committee Meeting

- February 1st 8:30am
- May 2nd 4:00pm
- August 1st 8:30am
- November 7th 4:00pm

2024 Meeting Schedule

2024 CEDC Full Board Meetings

- January 30th 8:30am
- February 27th 8:30am
- March 26th 8:30am
- April 23rd 8:30am *If needed*
- April 30th 7:30am Annual Meeting
- May 28th 8:30am
- June 25th 8:30am
- July 30th 8:30am
- August 27th 8:30am
- September 24th 8:30am
- October 29th 8:30am
- November 26th 8:30am
- December 17th 8:30am

2023 CEDC Committees and members:

CEDC Executive Committee

Chair – David Fingar
James Calvin
Sarah Sterling
Richard Cummings
Tarah Gay

CEDC Audit and Finance Committee:

Chair – Tarah Gay
Joseph Benson
Dave Fingar
Bryan Mahoney
Rick Rector

CEDC Governance and Nomination Committee:

Chair – Sarah Sterling
Jim Calvin
David Fingar
Tarah Gay
Vacancy
Vacancy

CEDC Loan Committee:

Chair –Rachel Levine
Dave Fingar
Justin Goldman
Ken Leggett
Michael Molinski
Anita Otey
Sarah Sterling

CEDC Workforce and Education Committee

Chair- Ruth Adams
Carlee Drummer
Dave Fingar
Derek Grout
Michael Johnston
Bryan Mahoney
Michael Molinski
Sean Sawyer

