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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 March 18, 2024 at 9:30am, 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/84908351563?pwd=L0Wwf9xbrQ5nQut9ZhabL58N64q9ft.1>

Meeting ID: 849 0835 1563, Passcode: 381116 Dial by your location: 1 646 558 8656

Find your local number: <https://us06web.zoom.us/u/kdlJNHOGMy>

Dated: March 11, 2024

Michael Molinski, Secretary Columbia Economic Development Corporation

CEDC Governance and Nomination Committee

Agenda

Chairman:

Sarah Sterling

Members:

James Calvin

David Fingar

Kenneth Leggett

Rick Cummings

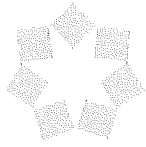
Tarah Gay

Rachel Levine

1. Board Openings
 - a. Candidate Interviews
2. Minutes, February 27, 2024*
3. Annual Meeting Planning
 - a. By-Law Review*
 - i. Revised By-Laws*
 - ii. New Audit Committee Charter*
 - iii. New Finance Committee Charter*
 - iv. Revised Governance Committee Charter*
 - b. Venue
 - c. Keynote Speaker
4. Staffing Update
5. Other Business
6. Public Comment

Attachments:

Draft February 27, 2024 Minutes



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Meeting Minutes - DRAFT
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
GOVERNANCE and NOMINATING COMMITTEE
Tuesday, February 27, 2024
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 27, 2024 at 9:44am for the purpose of hearing any matters that may be presented to the Committee for consideration.

The meeting was called to order at 9:44am by Sarah Sterling, Chair.

Attendee Name	Title	Status	Arrived/Departed
James Calvin	Committee Member	Present in person	
Rick Cummings	Committee Member	Present in person	
David Fingar	Committee Member	Present in person	
Tarah Gay	Committee Member	Present in person	
Kenneth Leggett	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	
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	Absent	

Minutes:

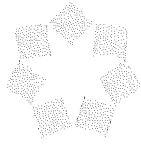
Mr. Calvin made a motion, seconded by Mr. Leggett to approve the January 16, 2024 minutes as presented. Carried.

Potential Board Members:

Ms. Sterling stated she had met with Jennifer Ose – Macdonald. She stated if the Committee agreed she would be asked to attend the next Governance and Nominating Committee meeting in March.

Mr. Cummings made a motion, seconded by Mr. Leggett to interview Ms. Ose-Macdonald at the next Governance and Nominating Committee meeting. Carried.

Ms. Sterling stated the next candidate, Christian Lopez, had met with her and Mr. Molinski, and had given them his resume. *Mr. Fingar made a motion, seconded by Mr. Leggett to interview Mr. Lopez at the next Governance & Nominating Committee meeting. Carried.*



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Ms. Sterling recommended sending Mr. Grout a letter thanking him for his service. She stated that would make four vacancies moving forward and 2 candidates to vote on in March. She suggested asking the board for additional referrals. She asked if there was a policy of sending thank you letters to exiting board members. Mr. Tucker stated a letter would be drafted for Mr. Calvin's signature.

Annual Meeting Planning

By-Law Review:

Ms. Sterling stated they were working on the current charter with slight changes needed. She stated they were working on inserting the protocol for presenting potential members into the Governance committee charter and the by-laws. She stated currently several committees chose their chair. She suggested an option of the Board Chair selecting the Committee Chairs as opposed to having the Committees elect their own chairs.

Annual Meeting:

Mr. Tucker stated the Audit and Finance Committee would be separated into individual committees. He felt the Executive Committee members should be used as the Audit Committee. He stated an additional ex-officio board member (Workforce Board Director of Columbia and Greene Counties) would be added to the board. The other change would be the removal of the Workforce & Education Committee from the by-laws. This would be voted on at the March Board meeting, in order to present to the Membership at the April meeting.

He stated he was reviewing the Falls proposal for the Annual Meeting event and would have a decision by Monday.

Other Business

Committee Appointments:

Ms. Sterling noted that the Audit and Finance Committee needed additional members. She suggested adding Richard Nesbitt and Rachel Puckett to the Audit & Finance Committee and Rachel Levine to Governance and Nominating Committee. *Mr. Calvin made a motion, seconded by Mr. Cummings to recommend Mr. Nesbitt and Rachel Puckett to the Audit & Finance Committee and Rachel Levine to the Governance Committee. Carried.*

Having no further business and no public comments, the committee meeting was adjourned at 10:05 a.m. on a motion by Mr. Cummings, seconded by Mr. Leggett. Carried.

Respectfully submitted by Lisa Drahushuk

Christian Lopez

6032 NY-9H, Hudson New York 12534 • (914)-267-6404 • Coyoteflacohudson@gmail.com

Education

Port Chester High School Class of 01'

(School Code: 3623460)

Course of Culinary Arts and Gastronomy at Cuenca Institute (Ecuador)

Attended for 6 months.

Work Experience

Associate at Dunkin Donuts. (February 2001 -June 2003 at Port Chester New York).

- Responsible for delivering great and friendly guest experiences.
- Prepared products according to operational and quality standards and serve them with enthusiasm in a clean, fast paced environment.

Sonora Spanish Restaurant Bartender (June 2009 to December 2009 at Port Chester New York).

- Welcoming, acknowledging, and greeting guests who come to the bar for a drink.
- Checking a customer's ID to confirm that they are legally able to consume alcohol.
- Monitoring the intake of alcohol by guests and prohibiting the sale of alcohol to those who are intoxicated.
- Advising guests on their choice of champagne, spirits, beers, whiskies, and brandies.
- Ensuring that the bar is always well-stocked with a wide selection of wines & spirits.

Coyote Flaco Manager (2004 to June 2009 at Port Chester NY), (2010 to 2021 at Claverack New York)

- Overseeing team performance.
- Ensuring and measuring guest satisfaction.
- Maintaining Environmental, Food Safety & Sanitation Practices
- Ordering and managing required stock levels of food ingredients, condiments, cookware, tableware and staff uniforms.
- Train new employees to help them meet the restaurant's expectations.

Coyote Flaco Owner (March 2021 to Present at Claverack/ Hudson New York)

- Manage the finances of the restaurant such as tax filing and payroll calculation.
- Regularly monitor various aspects of the restaurant, from sales data to customer reactions, and formulate plans to address problem areas and capitalize on strengths. In addition, they take charge of brand development, which includes menu selections and presentation.
- Hiring staff to meet customer demand while maintaining reasonable labor costs that maximize profitability. Efficiently creating schedules shifts that align with their availability, assigning roles that play to their strengths and experience, while being adaptable to the businesses changing needs and staff leave. High organizational skills, knowledge of all jobs within the restaurant and flexibility to switch between these roles during peak times or breaks if needed.

Hobbies/Interests

- Volunteered Coaching Youth Team at Local Community of Hudson

Skills

- Chef of Mexican Cuisine
- Microsoft Word / Microsoft Excel / Power Point
- QuickBooks
- Security Camera Installation

JENNIFER L. OSE-MACDONALD
3 Reynolds Road, Kinderhook, NY 12106
Tel: (518) 409-9908 Email: jlosemacd@gmail.com

PROFILE

Multifaceted business professional experienced in complete lifecycle including idea generation, concept design, technical build, branding, press management and operations across multiple industries. Currently focused on property development of historic hotel and tavern.

EDUCATION

New York University, New York, NY
Master of Arts: Food Systems, 2014
Cornell University, Ithaca, NY
Bachelor of Science: Applied Economics & Business Management, 1999

PROFESSIONAL EXPERIENCE

Old Dutch Inn & Three Sisters Tavern, Kinderhook, NY

Owner/Operator (1/2020 – present)

- Successfully sourced two rounds of financing from public and private investors for a multi-million dollar capital investment project centered on the rejuvenation of a dormant, 200-year-old hospitality property located within a historically designated commercial district
- Project managed significant renovation of 13,000 square foot property during COVID era including critical infrastructure such as utility connections through to interior design
- Operates year-round, 9-room luxury boutique inn earning early accolades including 2023 Outstanding Small Independent Property of the Year from New York State Hospitality & Tourism Association



PROFESSIONAL EXPERIENCE

FarmOn! Foundation/Culinary Partnership, Copake, NY

Operations Consultant (10/13 – 5/14)

- Created numerous financial models including a multi-million dollar capital expenditure forecast, cash flow estimate and 500 person event budget
- Conceived 2014 sponsorship program and associated public documentation used by Director of Fundraising for annual public solicitation program
- Re-formatted signature three day summer event series to separately target three unique demographics
- Led the redesign and implementation of festival website including strategy, layout and content

FarmOn!
FOUNDATION



Office of the Mayor: NYC New Business Acceleration Team, New York, NY

Policy and Planning Intern (2/12 – 7/12)

- Generated division-wide cost benefits analysis correcting industry savings from an original 16.7M to 282.6M
- Authored second edition of publicly disseminated quarterly NBAT e-newsletter, *Accelerated Press*
- Developed procedural guidelines and policy manual for interagency collaboration with Department of Buildings
- Created use-case argument and technological implementation plan for integration of social media tools
- Introduced client data standardization procedures designed to reduce duplicate database entries, enhance query reliability and ensure accuracy of client records

NYC Business
Acceleration

GrowNYC, New York, NY

Greenmarket Manager (5/11 – 11/11)

- Solely responsible for operations, promotions and day-of market management for two seasonal, downtown Manhattan Greenmarkets ranging in size from 6 to 14 local farms, fishers, dairies, bakers and producers
- Planned and executed all at-market activities including festivals, clambakes, celebrity Chef appearances and educational events
- Established first ever relationships with social media outlets including e-newsletters, blogs and Twitters in order to market farm-specific advertisements and Greenmarket promotional interests
- Relationship manager for Greenmarket site host, property management firm Rose Associates, Inc.



ITG/Investment Technology Group, New York, NY

Vice President, Product Manager – Transaction Cost Analysis (3/08 – 5/11)

- Authored 80+ page requirements documentation to serve as development guide for new proposition product delivery; managed 6 developers across 3 distinct teams through the build leading to introduction of first non-



equity asset class coverage for Transaction Cost Analysis- Foreign Exchange- including introduction of completely redesigned online user experience as foundation for future existing equity product migration

- Manage firm-level partner relationship with FXall, a leading, global, institutional foreign exchange trading platform across tandem product launches to make real the only new 2010 divisional revenue stream
- Conceived go-to-market launch strategy including a multi-phased, targeted prospect strategy designed to simultaneously test a more economically sensitive commercial policy versus the flagship pricing strategy as well as a new, scalable, unit-based pricing scheme based on client resource demand without losing the ability to maintain tactical flexibility
- Modeled sales and marketing campaigns including generation of robust external collateral dossier as well as internal sales force market/product educational materials, pitch certification with target-based case impact stories and procedural guideline creation for proof of concept through on-board stages
- Persuaded corporate leadership to adopt re-branding of cross-asset product suite with net effect of enhanced internal and external visibility for business division, cohesive analytical product offering and distinctive value add propositions for each product to arrest existing product suite cannibalization
- Source and negotiate all new vendor contracts including a single 94% list price reduction based on successfully defining a new client market to the vendor

E*Trade Capital Markets, New York, NY



Product Manager – Transaction Cost Analysis (8/06 – 2/08)

- Capitalized on sound understanding of client needs and regulatory environment to create and implement new commercially viable analytical models used to evaluate trading efficiency across myriad order types, execution instructions and 4 global market centers
- Analyzed global institutional trading behavior to identify trader workflow changes to immediately enhance value proposition of institutional execution services
- Conceived and delivered internal C-Level management presentations as well as external web and print based marketing materials used for new business solicitation and business retention justification to trading, compliance and Board of Director client audiences

Product Manager – Retail and Institutional Order Flow Analysis/Modeling

- Designed and successfully pitched an enhanced order flow model for all of E*Trade's order flow allowing for more efficient internalization as well as spear-leading a ground-breaking external partnership in lieu of incurring traditional exchange fees
- Produced monthly order flow analytic reports to highlight abnormalities and trends; additionally used for business reporting requirements
- Devised development plan and enhanced user experience design to expand internal product from original US-only offering to a global platform covering all E*Trade international retail markets as well as North American institutional markets with net effect of internalizing a greater portion of retail order flow

Product Manager – Sales and Trading Applications

- Converted IOI/AT system from strictly facilitating point to point FIX connections to utilizing bureau functionality
- Identified and implemented cost-saving initiative by enhancing existing architecture and user interface to facilitate elimination of a vendor application and associated costs

Reuters America, New York, NY



Equities Product Specialist (6/04 – 8/06)

- Drove the creation, execution and implementation of Reuters' Equity Strategy through user needs analysis including client-validated product research, user forums and head to head competitive trials
- Developed and executed revenue maintenance and growth plans by diagnosing new touch points for existing users, identifying new target users and championing new development initiatives to senior product management
- Served as an equity product and markets expert to educate Reuters Training and Sales teams through formal, internal, monthly training programs, monthly equities newsletter and ad hoc support requests
- Engineered and executed corporate client upgrade plans from existing analytics system to enhanced version
- Devised and delivered targeted workflow based training sessions to Portfolio Managers, Research Analysts and Securities Traders

Goldman, Sachs & Co./Spear Leeds & Kellogg, Jersey City, NJ



Jr. NASDAQ Market Maker (7/01 – 10/02)

- Made markets in 300+ distressed NASDAQ equities
- Executed trades ranging in size from 100 to one million shares for both institutional and broker/dealer clients