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Columbia Economic Development Corporation

Meeting Minutes DRAFT
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
GOVERNANCE and NOMINATING COMMITTEE
Tuesday, May 7, 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 Tuesday, May 7 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 8:34am by Rachel Levine, Chair.

Attendee Name	Title	Status	Arrived/Departed
James Calvin	Committee Member	Present in person	
Rick Cummings	Committee Member	Present in person	
Tarah Gay	Committee Member	Present in person	
Kenneth Leggett	Committee Member	Absent	
Rachel Levine	Committee Chair	Present via Zoom	
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	Absent	
Lisa Drahushuk	Administrative Supervisor	Present in person	
Cathy Lyden	Bookkeeper	Absent	
Riley Werner	Administrative Assistant	Present in person	

Board Roster Update:

Mr. Calvin asked the Committee to review the sheet for updates. The Committee noted Chris Nardone was not included, and the town for Mr. Nesbit should be changed to Austerlitz. Ms. Gay noted her affiliation should be Public Sale! Auction. Mr. Tucker noted there were 11 small businesses 2 large businesses and one not-for-profit, with a good diversity of business types.

Mr. Calvin asked if the Board of Supervisors representative would be changing. Mr. Tucker stated it was expected that a new Supervisor would be appointed as representative. The Board discussed the 2 current board vacancies. Mr. Tucker suggested bringing a list of manufacturer’s to the next Committee meeting for potential Board members. Ms. Levine suggested a candidate for Committee interview as a potential board member. Mr. Calvin suggested a special meeting could be held if needed to do an interview, and asked Mr. Tucker to distribute the list of manufacturers to the Committee for review and suggestions prior



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to the next committee meeting. He suggested that perhaps a candidate from the manufacturer's list could be interviewed on the same date and allow the Board to review both candidates at the same meeting.

Board Orientation Process:

Mr. Tucker noted the Board Orientation Manual was currently on the website and required updates. He reviewed the information included in the manual. He suggested that a meeting between the new members and Mr. Calvin and the chair of the Governance Committee. Mr. Tucker suggested that holding a meeting with Mr. Nesbitt would be helpful to the drafting of a template for future new members. He suggested scheduling a meeting with Mr. Nesbitt, Mr. Lopez and Mr. Nardone as well as Mr. Calvin, Mr. Tucker and Ms. Gay in order to work out a process.

Mr. Calvin stated it was required that the orientation be interactive and would explain how the organization operated. He stated a practical conversation was also needed with the new members including what to expect at the first meeting, and how things function in the organization, an overview of the committees and duties. Ms. Levine felt it could be transitioned to Zoom over time. Mr. Calvin suggested the scheduled goal for the 2 new potential member interviews to be done by June.

Minutes:

Mr. Calvin made a motion, seconded by Ms. Gay to approve the March 18, 2024 minutes as presented. Carried.

Having no further business and no public comments, the committee meeting was adjourned at 8:57 a.m. on a motion by Mr. Cummings, seconded by Mr. Calvin. Carried.

Respectfully submitted by Lisa Draushuk