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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 November 12, 2024 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/88548561244?pwd=a2MVohL0aKmBM5qTIIvzSHcOO5opLl.1> Meeting ID: 885 4856 1244, Passcode: 418907, Dial by your location: 1 646 558 8656 Find your local number: <https://us06web.zoom.us/u/kNrfji3vL>

Dated: November 5, 2024

Michael Molinski, Secretary Columbia Economic Development Corporation

CEDC Governance and Nomination Committee Agenda

Chairman:

Rachel Levine

Members:

James Calvin

Tarah Gay

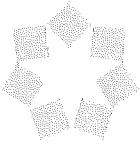
Rick Cummings

Kenneth Leggett

1. Board Vacancies
 - a. Candidate Interview Process
2. Draft Minutes, August 13, 2024*
3. Governance & Nominating Committee Charter *
4. 2025 Slate of Officers*
5. Board and Committee Attendance 2024*
6. Other Business
7. Public Comment

Attachments:

| | |
|---|-------------------------------------|
| Draft Minutes August 13, 2024 | CEDC Board and Committee Attendance |
| Governance & Nominating Committee Charter | |



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Meeting Minutes DRAFT
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
GOVERNANCE and NOMINATING COMMITTEE
Tuesday, August 13, 2024
One Hudson City Centre, Suite 301
Hudson, New York

A meeting of the Columbia Economic Development Corporation Governance and Nominating Committee was held on Tuesday, August 13, 2024 at 8:30am for the purpose of hearing any matters that may be presented to the Committee for consideration.

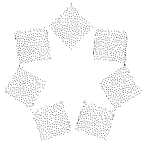
The meeting was called to order at 8:31am by Rachel Levine, Chair.

| Attendee Name | Title | Status | Arrived/Departed |
|---------------------|---------------------------------|-------------------|------------------|
| James Calvin | Committee Member | Absent | |
| Rick Cummings | Committee Member | Present in person | |
| Tarah Gay | Committee Member | Present in person | |
| Kenneth Leggett | Committee Member | Absent | |
| Rachel Levine | Committee Chair | Present in person | |
| F. Michael Tucker | President/CEO | Present in person | |
| Andy Howard | Counsel | Absent | |
| 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 | |

Board Member Vacancies:

Ms. Levine noted there were several vacancies on the Board. She noted there were currently 3 openings. She stated she did have another person to bring to the committee. She stated the Committee had discussed looking at manufacturers as potential Board members. Mr. Tucker suggested the material should be distributed at the Full Board meeting for their review and discussion getting an indication of the type of candidate they were looking for. Mr. Tucker stated he anticipated a new appointment by the Board of Supervisors to replace Mr. Scalera who was an ex-officio officer.

Mr. Tucker asked Mrs. Drahushuk to provide a list of the Board members by location, occupation and geographic distribution as well as a list of Board members who left the Board in the past 5 years. He stated the list would be distributed on Friday to the Committee members.



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Governance & Nominating Committee Charter:

Mr. Tucker reviewed the adjustments which were:

1. The change from a *determination* to a *vote* on which candidates would be referred to the Full Board for approval. *(Page 2 Paragraph 3 of the proposed charter).*
2. Changing *five (5) or more independent members to: at least five independent Directors of the Corporation.* (Page 2 of the Charter, Paragraph 4).
3. Removing: *“(The size of the committee is determined by the Board of Directors.)”* (bottom of Page 2.)

Mr. Tucker stated he would check with Mr. Calvin and Mr. Howard about the unchanged and highlighted line *“Develop and recommend the slate of Directors to be elected at the November Board of Directors meeting.”* located in the middle of Page 4.

Minutes:

Mr. Cummings made a motion, seconded by Ms. Levine to approve the June 25, 2024 minutes as presented. Carried.

Governance & Nominating Committee Charter:

Mr. Cummings made a motion seconded by Ms. Levine to recommend the Charter to the Board, seeking further input and clarification from them on the proposed changes. Carried.

Draft 2025 Meeting Calendar:

Mr. Tucker stated Mr. Calvin had asked that the Committee and the Board review the calendar prior to a final vote.

Board and Committee Attendance:

Mr. Tucker stated that there were a few who had attendance issues but the majority attended regularly. He questioned if the Board meetings were summed up with a report, and presentations be more in depth it might would encourage attendance.

Having no further business and no public comments, the committee meeting was adjourned at 8:20 a.m. on a motion by Ms. Gay, seconded by Mr. Cummings. Carried.

Respectfully submitted by Lisa Draushuk

GOVERNANCE AND NOMINATING COMMITTEE

Columbia Economic Development Corporation

This Governance and Nominating Committee Charter was adopted by the Board of Directors of the Columbia Economic Development Corporation ("CEDC"), a public benefit corporation established under the laws of the State of New York, on this ___ day of _____ April, 2024³.

Purpose

Pursuant to Article IV, Section 1 of the Corporation's bylaws, the purpose of the ~~Governance~~Governance and Nominating committee is to assist the Board by:

- Keeping the Board informed of current best practices in corporate Governance and Nomination of Directors and Officers;
- Reviewing corporate Governance and Nominating trends for their applicability to the CEDC;
- Updating the CEDC 's corporate Governance and Nominating principles and Governance and Nominating practices;
- Advising those responsible for appointing directors to the Board on the skills, qualities and professional or educational experiences necessary to be effective Board members; and
- Seeking, recommending and nominating qualified candidates for election or appointment to the Board of Directors of the corporation;

Powers of the Governance and Nominating and Nominating Committee

The Board of Directors has delegated to the Governance and Nominating committee the power and Corporation necessary to discharge its duties, including the right to:

- Meet with and obtain any information it may require from Corporation staff.
- Obtain advice and assistance from in-house or outside counsel, accounting and other advisors as the committee deems necessary.
- Solicit, at the Corporation's expense, persons having special competencies, including legal, accounting or other consultants as the committee deems necessary to fulfill its responsibilities. The Governance and Nominating committee shall have the authority to negotiate the terms and conditions of any contractual relationship subject to the Board's adopted procurement guidelines as per Public Authorities Law §2879, and to present such contracts to the Board for its approval.
- Developing a pool of potential candidates for consideration in the event of a vacancy on the Board of Directors, including nominees recommended by members. Members may contact the Governance and Nominating Committee

Chairman, the Chairman of the Board or the Secretary of the corporation in writing when proposing a nominee. This correspondence should include a detailed description of the proposed nominee's qualifications and a method to contact that nominee if the Governance and Nominating Committee so chooses.

- Following the guidelines and criteria for the screening of directorial candidates as outlined in the Candidate Nomination and Appointment policy below, recommending nominees to the full Board of Directors.

Candidate Nomination & Appointment Requirements:

The Governance and Nominating Committee believes that it is in the best interest of the Corporation and its members to obtain highly qualified candidates to serve as members of the Board of Directors. The Governance and Nominating Committee will seek candidates for election and appointment that possess the integrity, leadership skills, and competency required to direct and oversee the Corporation's management in the best interests of its members, clients, employees, and the community it serves.

~~Any member of the Board of Directors or the CEO may present the name of a potential candidate to the Board of Directors to the Chairperson of the Governance and Nominating Committee, along with a resume or equivalent background information. The Chairperson of the Governance and Nominating Committee shall thereafter advise the CEO and the Board Chairperson of the potential candidate and shall review the qualifications of said potential candidate with the Governance and Nominating Committee, who shall decide whether to proceed with an interview of said potential candidate. Pursuant to the foregoing, the Governance and Nominating Committee will determine which candidates to recommend to the full Board of Directors for election to said Board.~~

Any member of the Board of Directors or the CEO may present the name of a potential candidate to the Board of Directors to the Chairperson of the Governance and Nominating Committee, along with a resume or equivalent background information. The Chairperson of the Governance and Nominating Committee shall thereafter advise the CEO and the Board Chairperson of the potential candidate and shall review the qualifications of said potential candidate with the Governance and Nominating Committee, who shall decide whether to proceed with an interview of said potential candidate. Pursuant to the foregoing, the Governance and Nominating Committee will vote upon which candidates to recommend to the full Board of Directors for election to said Board.

Composition and Selection

The membership of the committee shall be as set forth in accordance with and pursuant to Article IV, Section 1 of the Corporation's bylaws. The Governance and Nominating committee shall be comprised of at least five (5) or more independent independent Directors of the Corporation members. (The size of the committee is determined by the Board of Directors.) The Governance and Nominating committee members shall be

appointed by, and will serve at the discretion of the CEDC's Board of Directors. The Chairperson of the Governance and Nominating committee shall be selected by the Chairperson of the Board of Directors ~~members of the Committee~~ and ratified by the Board of Directors. The members shall serve until their resignation, retirement, removal by the Board or until their successors shall be appointed and qualified. When feasible, the immediate past Governance and Nominating committee Chair will continue serving as a member of the Committee for at least one year to ensure an orderly transition.

Governance and Nominating committee members shall be prohibited from being an employee of the Corporation or an immediate family member of an employee of the Corporation. In addition, Governance and Nominating committee members shall not engage in any private business transactions with the Corporation or receive compensation from any private entity that has material business relationships with the Corporation, or be an immediate family member of an individual that engages in private business transactions with the Corporation or receives compensation from an entity that has material business relationships with the Corporation.

The Governance and Nominating committee members should be knowledgeable or become knowledgeable in matters pertaining to Governance and the nominating of directors and officers.

Committee Structure and Meetings

The Governance and Nominating committee will meet a minimum of twice a year, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter. The Chairperson shall preside over Committee meetings, which shall be open to the public in accordance with the salient provisions of the Open Meeting Law of the State of New York, as set forth within Article 7 of the Public Officers Law. Meeting agendas shall be prepared prior to every meeting and provided to the Committee members along with any other relevant materials at least five (5) business days before the scheduled Governance and Nominating Committee meeting.

Responsibilities

To accomplish the objectives of good Governance and Nominating and accountability, the Governance and Nominating committee has responsibilities related to: (a) the Corporation's Board; (b) evaluation of the Corporation's policies; and (c) other miscellaneous issues.

Relationship to the Corporation's Board

The Board of Directors has delegated to the Governance and Nominating committee the responsibility to review, develop, draft, revise or oversee policies and practices for which the Governance and Nominating committee has specific expertise, as follows:

- Develop the Corporation's Governance and Nominating practices. These practices should address transparency, independence, accountability, fiduciary responsibilities, and management oversight.
- Develop the competencies and personal attributes required of Directors to assist those authorized to appoint members to the Board in identifying qualified individuals.

In addition, the Governance and Nominating committee shall:

- Develop and recommend to the Board the number and structure of committees to be created by the Board.
- Develop and provide recommendations to the Board regarding Board member education, including new member orientation and regularly scheduled board member training to be obtained from state-approved trainers.
- Develop and provide recommendations to the Board on performance evaluations, including coordination and oversight of such evaluations of the board, its committees and senior management in the Corporation's Governance and Nominating process.
- ~~Develop and recommend the slate of officers to be elected at the November Board of Directors meeting.~~
- Develop and recommend the slate of officers to be elected at the November Board of Directors meeting.

Evaluation of the Corporation's Policies

The Governance and Nominating committee shall:

- Develop, review on a regular basis, and update as necessary the Corporation's code of ethics and written policies regarding conflicts of interest. Such code of ethics and policies shall be at least as stringent as the laws, rules, regulations and policies applicable to state officers and employees.
- Develop and recommend to the Board any required revisions to the Corporation's written policies regarding the protection of whistleblowers from retaliation.
- Develop and recommend to the Board any required revisions to the Corporation's equal opportunity and affirmative action policies.
- Develop and recommend to the Board any required updates on the Corporation's written policies regarding procurement of goods and services, including policies relating to the disclosure of persons who attempt to influence the Corporation's procurement process.
- Develop and recommend to the Board any required updates on the Corporation's written policies regarding the disposition of real and personal property.

- Develop and recommend to the Board any other policies or documents relating to the Governance and Nominating of the Corporation, including rules and procedures for conducting the business of the Corporation's Board, such as the Corporation's by-laws. The Governance and Nominating committee will oversee the implementation and effectiveness of the by-laws and other Governance and Nominating documents and recommend modifications as needed.

Other Responsibilities

The Governance and Nominating committee shall:

- Review on an annual basis the compensation and benefits for the President & CEO and other senior Corporation officials.
- Annually review, assess and make necessary changes to the Governance and Nominating committee charter and provide a self-evaluation of the Governance and Nominating committee.

Reports

The Governance and Nominating committee shall:

- Report its actions and recommendations to the Board at the next regular meeting of the Board.
- Report to the Board, at least annually, regarding any proposed changes to the Governance and Nominating charter or the Governance and Nominating guidelines.
- Provide a self-evaluation of the Governance and Nominating committee's functions on an annual basis.

