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Columbia Economic Development Corporation

Meeting Minutes
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
GOVERNANCE and NOMINATING COMMITTEE
January 8, 2025
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, January 8, 2025 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 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 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	Absent	
Stephen VanDenburgh	Business Development Specialist	Present in person	
Alondra Isidro	Project Manager	Absent	
Lisa Drahushuk	Administrative Supervisor	Present in person	
Cathy Lyden	Bookkeeper	Absent	
Riley Werner	Administrative Assistant	Present in person	

- Consent Agenda:**
Minutes November 12, 2024
Committee Charter Review
2024 Discharged Duties
Equal Employment Opportunity Policy
Procurement Policy
Property Acquisition Policy
Property Disposition Policy
Whistleblower Policy

Ms. Levine asked if there were any suggested changes to the documents. *With no changes suggested Mr. Cummings made a motion, seconded by Mr. Calvin to recommend the documents as presented to the Full Board. Carried.*



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Review of Board and Committee Attendance Report:

Mr. Calvin made a motion, seconded by Ms. Gay to recommend the document to the Full Board for their review and approval. Carried.

Committee Appointments:

Ms. Gay suggested that Christine Hinz be placed on the Governance and Nominating Committee and the Committee agreed that the Loan Committee could use another person. Mr. Calvin suggested her appointment be added to the Full Board agenda at the same time the Committees are reappointed. Ms. Levine noted that non-board members can be appointed to serve on the Loan Committee. She felt that might reduce the chances of not having a quorum present.

Annual Meeting Planning:

Mr. Tucker noted that a review of the By-Laws would be done prior, additionally identifying additional Board members to be appointed at the Annual Meeting. He asked Mr. Tucker and Mr. Howard to check for any needed changes. Mr. Calvin stated filling the vacancies was a priority due to obtaining a quorum at meetings.

Staffing Update:

Mr. Tucker stated Ms. Isidro was doing well, and informed the committee the new phone system had been installed. He stated he was finalizing the draft for submission of the Human Resource Manual. He noted there were some changes necessitated due to actions by NYS, including a remote working policy. He informed the Committee that the performance evaluation procedures would be updated.

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

Respectfully submitted by Lisa Draushuk