

COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

MINUTES COLUMBIA COUNTY Capital Resource Corporation Board Meeting Tuesday, February 4, 2025

The regular meeting of Columbia County Capital Resource Corporation was called to order at 8:31am on February 4, 2025 by Carmine Pierro, Chairman

Attendee Name	Title	Status	Arrived
Nina Fingar-Smith	Secretary	Absent	
Robert Galluscio	Treasurer	Present in person	
William Gerlach	Board Member	Present in person	
Brian Keeler	Board Member	Absent	
Helen Kozel	Board Member	Present in person	
Carmine Pierro	Chair	Present in person	
Sarah Sterling	Vice-Chair	Present in person	
Andrew Howard	Counsel	Present in person	
F. Michael Tucker	President/CEO	Present in person	
Chris Brown	Housing Development Coordinator	Present in person	
Alondra Isidro	Project Manager	Present in person	
Martha Lane	Business Development Director	Present in person	
Stephen VanDenburgh	Business Development Specialist	Present in person	
Lisa Drahushuk	Administrative Supervisor	Present in person	
Cat Lyden	Bookkeeper	Present in person	
Riley Werner	Administrative Assistant	Present in person	

Slate of Officers:

Mr. Pierro presented the Slate of Officers as follows: Carmine Pierro – Chair, Sarah Sterling - Vice – Chair, Robert Galluscio – Treasurer, Nina Fingar-Smith – Secretary. *Mr. Galluscio made a motion, seconded by Ms. Sterling to approve the Slate of Officers as presented. Carried.*

Administrative Director’s Report:

Treasurer’s Report:

Mr. Tucker reviewed the Balance Sheet and the Profit and Loss statement. He stated CEDC would be giving the organization a \$5,000 grant during the upcoming year to allow the continuance of its operation. He stated the audit fee would be \$3,200 this year. *Mr. Gerlach made a motion, seconded by Ms. Sterling to approve the Treasurer’s Report as presented. Carried.*

Mr. Pierro called for a motion to pause the Full Board meeting in order to hold the CRC Committee meetings. *Mr. Gerlach made a motion, seconded by Ms. Sterling. The CRC Full Board meeting was paused at 8:37am. to allow the committees to hold their meetings.*

The Full Board meeting was reopened at 8:45am upon a motion made by Mr. Galluscio and seconded by Ms. Sterling.

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Consent Agenda:

Annual Housekeeping Resolution

Draft Minutes, August 6, 2024

Annual Reports

- i. **2024 Operations and Accomplishments**
- ii. **2024 Performance Measures Report**
- iii. **2025 Mission and Measurement Goals**
- iv. **2024 Discharged Duties**
- v. **2024 Full Board Evaluation**

Committee Reports

- vi. **Audit Committee Report**
 1. **2024 Audit Engagement Letter**
 2. **Audit Committee Charter**
 3. **Audit Committee Evaluation**
 4. **2024 Discharged Duties**
- vii. **Finance Committee Report**
 1. **2024 Investment Report**
 2. **Finance Committee Charter**
 3. **2024 Discharged Duties**
 4. **2024 Committee Evaluation**
- viii. **Governance Committee Report**
 1. **2025 Compliance Calendar**
 2. **2024 Statement of Internal Controls**
 3. **Governance Committee Charter**
 4. **2024 Discharged Duties**
 5. **2024 Committee Evaluation**

Mr. Gerlach made a motion, seconded by Mr. Galluscio to approve the Consent Agenda as presented. Carried.

Administrative Director's Report:

Mr. Tucker stated he would reach out to the County not-for-profits and see if they would be able to utilize the services of the Capital Resource Corporation. He stated he would request CEDC to provide an additional year of support to the CRC.

With no public comment and no further business to come before the Board, Mr. Gerlach made a motion, seconded by Ms. Kozel to adjourn the meeting. Carried. The meeting was adjourned at 8:50am.

Respectfully submitted by Lisa Draushuk