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Columbia Economic Development Corporation

Meeting Minutes
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Executive Search Committee
February 11, 2025
One Hudson City Centre, Suite 301
Hudson, New York

A regularly scheduled meeting of Columbia Economic Development Corporation's (CEDC) Executive Search Committee meeting was in person in accordance with the Public Officer's Law Section 103-a, on February 11, 2025.

Attendee Name	Title	Status	Arrived/Departed
James Calvin	Committee Chair	Present in person	
Rick Cummings	Committee Member	Present in person	
Tarah Gay	Committee Member	Present in person	
Martha Lane	Committee Member	Present in person	
Rachel Levine	Committee Member	Present in person	
Jim Mackerer	Committee Member	Present in person	
Bryan Mahoney	Committee Member	Present in person	
Michael Molinski	Committee Member	Present in person	
F. Michael Tucker	President/CEO	Present in person	
Andy Howard	CEDC Attorney	Present in person	
Riley Werner	Administrative Assistant	Present in person	
Lisa Drahushuk	Administrative Supervisor	Present in person	

Mr. Calvin called the meeting to order at 9:38am.

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Mr. Cummings made a motion, seconded by Ms. Levine to approve the December 10, 2024 minutes as presented. Carried.

Job Description & Qualifications:

Mr. Calvin handed out a draft of the current job description and the timeline as well as the 2016 job description. Mr. Mahoney stated the draft covered all the bases and asked if the intention was to turn the draft into a final, more polished job description. He believed that anyone qualified for the position would understand the job requirements. He believed there could be more narrative, but felt the bullet points covered the specifics of the position.

Mr. Calvin asked the Committee to address what they felt was missing. Mr. Mahoney stated there should be a reference to the Not-for-Profit Law for those unaware of the level of governance/compliance. Ms. Levine asked about the question of candidates living in Columbia County. She thought that would allow for a deeper understanding of the local challenges, offerings, strengths and needs, as well as the mix of rural and city. Mr.



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Cummings suggested it be an important part of the grading of candidates, rather than a focus. Mr. Calvin stated it was agreed that residency would not be included in the job description, but during the interview/screening process it would be mentioned. Ms. Levine stated the candidates can be asked to address certain things in their cover letter.

Mr. Calvin reviewed the suggestions made by Ms. Lane. She noted strong public speaking and writing skills were important, Marketing can be outsourced. She felt adding post graduate degrees in business or a related fields under preferred qualifications would be an enticement to those holding an MBA. The committee agreed to add that to the advertisement. Mr. Mackerer suggested the bullet item in the earlier ad, referring to a degree in finance and business administration be expanded. Ms. Gay suggested adding a bullet about attracting new business, as well as results, business and success driven as well..

Mr. Tucker stated the skill set needed to include agility, an entrepreneurial mind set, working with businesses but not with a compliance, government regulated mindset. He also felt the person needed to be adaptable and entrepreneurial.

Ms. Levine suggested pulling more from the 2016 version. Mr. Mahoney asked if the software bullets were needed in the job description. Mr. Calvin stated they were not necessary. Mr. Calvin stated there was time to continue to edit the proposed ad. Mr. Cummings asked if the bullet referring to Policy Advocacy was needed. Mr. Tucker stated it was not.

Mr. Calvin asked Ms. Lane and Ms. Levine to assist him in developing the new draft for the presented comments. He stated the new draft would be distributed to the committee for feedback

Timeline:

Mr. Calvin noted no changes had been made since it was last seen. He stated the final draft resulting from the meeting today would be disseminated to the Committee for their review before the next meeting in April. He stated the topic of the next meeting will be compensation. He asked Mr. Tucker to provide background for that meeting. He stated recruiters would be identified by May, and by late summer the position would be advertised. He planned on beginning interviews in September and October. He noted the goal is to have an idea of the finalists by January, allowing time for reference checks and an announcement of the person at the Annual Meeting in April 2026.

Mr. Calvin asked Mr. Tucker if he had anything to add. Mr. Tucker suggested providing a timeline in the job description, allowing the candidates to understand the process. Ms. Levine asked if the recruiter list had been compiled. Mr. Tucker stated he would provide a list to Mr. Calvin and Ms. Levine. Mr. Mahoney stated the recruiter will have an opinion on all of the items that have been discussed. He suggested that they be involved earlier in the process rather than toward the end.

Mr. Calvin stated he would be sending the committee possible dates for the April meeting.

With no further business and no public present in person or on Zoom, Mr. Cummings made a motion, seconded by Ms. Levine. Carried. The meeting adjourned at 9:59am.

Respectfully submitted by Lisa Drahusluk