

To: **WCLDC Board Members**

Re: **Minutes of March 30, 2021 ANNUAL Meeting of the Board of Directors**

Present: Peter McDevitt – Chair
Craig Leggett – Treasurer
Gene Merlino – Assistant Treasurer
Michael Wild – Director
Travis Whitehead – Director

Absent: Jack Diamond – Vice Chair
Brad Magowan - Secretary

Guests: Rachel Seeber, Chairwoman, Warren County Board of Supervisors
Don Lehman – Director of Public Affairs

Staff: Jim Siplon, EDC President
Lisa Daly, Interim Bookkeeper
Linda Oldenburg, Economic Development Coordinator

On March 30, 2021, the Board of Directors for Warren County Local Development Corporation met via zoom meeting for ANNUAL Meeting of the Members of the Board of Directors at 11:00 a.m. The meeting can also be found on YouTube channel Warren County NY LDC. The following items of business were discussed:

I. **Welcome & Call to Order:** Chair, Peter McDevitt welcomed everyone and called the meeting to order and took roll call at 11:03 a.m.

II. **Election of Officers:** The first order of business was the election of officers. Chair McDevitt advises the current officers are Peter McDevitt Chairman; Jack Diamond Vice Chairman; Craig Leggett Treasurer; Brad Magowan Secretary; and Eugene Merlino Assistant Treasurer; Michael Wild Director and Director Travis Whitehead. A motion was made by Director Wild and seconded by Director Whitehead to accept the nomination of the WCLDC Board members and unanimously approved with a roll call.

III. **Committee Appointments:** A resolution appointing members of the Governance Committee and Audit and Finance Committee as follows:

Governance Committee

Brad Magowan
Craig Leggett
Jack Diamond

A motioned is made by Director Wild and seconded by Assistant Treasurer Merlino unanimously approved with a roll call.

Audit and Finance Committee

Craig Leggett
Gene Merlino
Jack Diamond

A motioned is made by Assistant Treasurer Merlino and seconded by Treasurer Leggett unanimously approved with a roll call.

- IV.** **Professional Retained & Approved Relationship:** A resolution for Professional Retained and Approved Relationship is approved with one change to the General Council from Mary Kissane to Warren County Attorney. A motion is made by Assistant Treasurer Merlino and seconded by Treasurer Leggett unanimously approved by a roll call.
- V.** **Annual Report:** EDC President Siplon presented the package of full materials that is required by the ABO and within PARIS guidelines, it is similar to what has been submitted in previous years with the appropriate updated and current information to date. A motion is made by Assistant Treasurer Merlino, seconded by Treasurer Leggett approved 4-1 with Director Whitehead voting no with a roll call.
- VI.** **Re-affirm Policies:** A resolution to re-affirm the following policies: Governing the use of discretionary funds; Compensation, Reimbursement & Attendance; Code of Ethics, Whistleblower; Travel; Define & Indemnification; Conflict of Interest. A motion is made by Treasurer Leggett and seconded by Assistant Treasurer Merlino unanimously approved by roll a call.
- VII.** **Approval of Investment Report & Policy:** A motion is made to approve Investment Report and policy by Treasurer Leggett, seconded by Director Wild unanimously approved by a roll call.
- VIII.** **Approval of Procurement Report & Guidelines:** A motion is made to approve Procurement report and Guidelines by Treasurer Leggett, seconded by Assistant Treasurer Merlino unanimously approved by a roll call. Treasurer Leggett moved to accept Disposition of Real Property Guidelines as is, seconded by Director Wild unanimously approved by a roll call.
- IX.** **Approval of 2020 Annual Audit Report :** Bookkeeper Daly went over the audited financials with the committee. Pointing out only one unusual note that would not be found in the prior years audit. It is the restatement of 2019 financials was a result of a entry that was booked indicating that Warren County would be funding the LDC in 2019 and as we know that didn't happen. So, we needed to restate the financial statement to remove that receivable from the records. A motioned is made by Treasurer Leggett, seconded by Director Wild unanimously approved by a roll call.
- X:** **Adjournment:** Upon no further business to come before the board, a motion is made by Assistant Treasurer Merlino seconded by Director Whitehead and carried unanimously to adjourn the meeting at 12:25 p.m.