



ECONOMIC DEVELOPMENT CORPORATION

March 13, 2018 – ANNUAL MEETING

8:30 a.m.

20 Ontario St., Canandaigua, NY 14424

| AGENDA ITEM | POTENTIAL OUTCOME | PERSON RESPONSIBLE |
|--|--|----------------------------|
| Call to Order | | Rob Solenne |
| Old Business: | | |
| Agro Research | Refer to Finance Committee for update | Marc LaJeunesse |
| Workforce Development | Resolution to authorize \$30,000 for Workforce Development | Kathy Bailey |
| Review of 2017 FTZ 289 Marketing | Update Board | Deb Hall |
| e2e update | Ratify electronic vote | Jim Coniglio |
| Administration: | | |
| Feb. 14, 2018 Minutes | Motion to approve minutes as written | Rob Solenne |
| Invoices for Payment | Motion to approve payment | Michael Wojcik |
| Annual Meeting | | |
| 2017 Annual Report | Motion to accept annual report for distribution | Sarah Jones |
| 12/31/17 Audited Financial Statements and PARIS Report | Motion to accept | Tom Lauffer/Michael Wojcik |
| Accountant’s Management Letter | Motion to accept | Tom Lauffer/Michael Wojcik |
| Accountant’s Letter of Communication | Motion to accept | Tom Lauffer/Michael Wojcik |
| Slate of Officers | Motion to accept | Karen Springmeier |
| Committee Assignments | Motion to accept | Karen Springmeier |
| Mission Statement and Measurement Report | Motion to accept | Michael Wojcik |
| Annual Real Property Report | Motion to accept | Michael Wojcik |
| Annual Procurement Report | Motion to accept | Michael Wojcik |
| Management’s Internal Control Assessment Report | Motion to accept | Michael Wojcik |
| Federal Audit Report | Discussion | Michael Wojcik |
| Form 990 | Discussion | Michael Wojcik |
| CHAR 500 | Discussion | Michael Wojcik |
| Adjournment | Motion to adjourn | Rob Solenne |

Next Regular Meeting is April 10, 2017

| Quorum (confirmation required): | Members Excused: |
|--|-----------------------------|
| Robert Solenne, Chair | Supervisor Robert Green, Jr |
| Joseph Bridgeford, Vice Chair | |
| Kevin Hill, Treasurer | |
| Karen Parkhurst | |

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| Supervisor Fred Lightfoote | |
| Walt Matyjas | |
| Jodi Earle | <u>Guests:</u> |
| Karen Springmeier | Brian Young, Deputy County Administrator |
| Supervisor Daniel Marshall | Tom Lauffer, CPA Mengel Metzger Barr & Co, LLP |
| David Bunnell, Secretary | Kathy Bailey, Workforce Development |
| | Deb Hall, Backbohne Consulting |
| <u>Staff</u> | |
| Mike Manikowski, Executive Director | |
| Suzanne Vary, Staff | <u>Contract Staff:</u> |
| Michael Wojcik, CFO | Jim Coniglio, Underberg & Kessler, Local Counsel |
| Melissa Doyle, Staff | |
| Diane Foster, Staff | |