



ECONOMIC DEVELOPMENT CORPORATION

March 21, 2017 – ANNUAL MEETING

8:30 a.m.

20 Ontario St., Canandaigua, NY 14424

AGENDA ITEM	POTENTIAL OUTCOME	PERSON RESPONSIBLE
Call to Order		Rob Sollenne
New Business:		
Executive Session: Attraction project	Refer to Finance Committee	Mike Manikowski/Jeff Shealy/Art Geiss/Jerry Neal
Z-Axis Workforce Development	Refer to Small Business Committee	Suzanne Vary/Michael Allen
Old Business:		
Bio-Works request to extend Loan term	Resolution to extend loan term	Karen Parkhurst
AgroResearch requests to Modify loan terms	Resolution to modify terms	Karen Parkhurst
Administration:		
Feb. 21, 2017 Minutes	Motion to approve minutes as written	Rob Sollenne
Invoices for Payment	Motion to approve payment	Michael Wojcik
Billing Report	Inform Board of status	Melissa Doyle
Annual Meeting		
2016 Annual Report	Motion to accept annual report for distribution	Sarah Jones
12/31/16 Audited Financial Statements and PARIS Report	Resolution to accept	Tom Lauffer/Michael Wojcik
Accountant's Management Letter	Resolution to accept	Tom Lauffer/Michael Wojcik
Accountant's Letter of Communication	Resolution to accept	Tom Lauffer/Michael Wojcik
Slate of Officers	Resolution to accept	Karen Springmeier
Committee Assignments	Resolution to accept	Karen Springmeier
Mission Statement and Measurement Report	Resolution to accept	Michael Wojcik
Annual Real Property Report	Resolution to accept	Michael Wojcik
Annual Procurement Report	Resolution to accept	Michael Wojcik
Federal Single Audit	Discussion	Michael Wojcik
Management's Internal Control Assessment Report	Resolution to accept	Michael Wojcik
Form 990	Discussion	Michael Wojcik
CHAR 500	Discussion	Michael Wojcik
Adjournment	Motion to adjourn	Rob Sollenne

Next Regular Meeting is April 4, 2017

<u>Quorum (confirmation required):</u>	<u>Members Excused:</u>
Robert Sollenne, Chair	Supervisor Robert Green, Jr
Joseph Bridgeford, Vice Chair	David Bunnell, Secretary
Kevin Hill, Treasurer	
Karen Parkhurst	
Supervisor Fred Lightfoote	
Walt Matyjas	
Jodi Earle	<u>Guests:</u>
Karen Springmeier	Brian Young, Deputy County Administrator
Supervisor Daniel Marshall	Michael Allen, Z-Axis
	Jeff Shelay
	Art Geiss
<u>Staff</u>	Jerry Neal
Mike Manikowski, Executive Director	Tom Lauffer, Ray Wager Assoc.
Suzanne Vary, Staff	<u>Contract Staff:</u>
Michael Wojcik, CFO	Jim Coniglio, Underberg & Kessler, Local Counsel
Melissa Doyle, Staff	Sarah Jones, Dixon Schwabl
Diane Foster, Staff	