



ECONOMIC DEVELOPMENT CORPORATION

Annual Meeting Minutes
 Tuesday, March 8, 2016

Board Members Present	Board Members Excused
Karen Parkhurst, Chair	Supervisor Robert Green, Jr.
Kevin Hill, Treasurer	Robert Sollenne, Vice Chair
Joseph Bridgeford	David Bunnell, Secretary
Supervisor Fred Lightfoote	
Karen Springmeier	Guests
Carla Sieling	Matt Horn, City Manager, Geneva
Walt Matyjas	Supervisor Dan Marshall, Town of South Bristol
Non-Board Members Present	
Mike Manikowski, Executive Director	Contract Staff
Suzanne Vary, Econ. Dev. Specialist	Dan Gocek, Underberg & Kessler
Michael Wojcik, CFO	
Melissa Doyle, Staff	
Diane Foster, Staff	

CALL TO ORDER: Chair Karen Parkhurst called the meeting to order at 8:27 am. A quorum was present.

Kevin Hill entered the meeting at 8:28 am.

Mike Manikowski introduced Dan Marshall, who will be coming onto the Board representing the Board of Supervisors. Dan is Supervisor for South Bristol. Supervisor Marshall reviewed his background.

NEW BUSINESS:

Geneva Food Innovation Center: Suzanne Vary introduced Matt Horn, City Manager of Geneva. She explained that Mr. Horn is the economic developer for the City of Geneva and has been responsible for some of the innovative ideas for the city and is here to talk about their strategic initiatives. Matt Horn, explained, with the Upstate Revitalization Initiative, the city was able to take a step back and look at where they are with revitalization. He explained that the Finger Lakes Food and Beverage Innovation District is key to Geneva’s economic development strategy. The intellectual resources available at Cornell University, Hobart and William Smith Colleges and Finger Lakes Community College along with the technical and financial resources developed through the state and local partnerships allows them to develop an entrepreneurial ecosystem. Mr. Horn explained that the Geneva Entrepreneurs Lab (GEL) is the entry point through which entrepreneurs can move their ideas from business planning to start-up. Mr. Horn

discussed the three critical areas of the Food and Beverage Innovation District which includes entrepreneurial support, advancing successful concepts, and providing an energizing backdrop. Mr. Horn noted that the key element to success is in partnerships. The City of Geneva may ask OCEDC to help fund this initiative.

OLD BUSINESS:

Modern Manufacturing Amendment request: Carla Seiling recused herself from the meeting during the discussion of Modern Manufacturing's amendment request, due to a potential conflict of interest.

Suzanne Vary reported to the Board that James Russell with Modern Manufacturing is asking that the Board reconsider the terms of the approved loan. Mr. Russell is asking that the proceeds of the sale of their current property, be kept in reserves for building repairs and maintenance for their new property in Farmington. Michael Wojcik stated that it was not an unreasonable request. *Fred Lightfoote made a motion to amend the agreement; allowing the proceeds of the sale of Modern Manufacturing's property in Palmyra be kept in reserves for the use of maintenance and repairs of the Farmington property. Karen Springmeier seconded the motion. Motion carried with Carla Seiling in abstention.*

New Scale Technologies Loan: Michael Wojcik reported that New Scale Technologies is asking for a 5 month extension to spend the remaining 6% of their loan. Mr. Wojcik reported that the delay in spending by New Scale Technologies was due to a NASA project they were involved with. Mr. Wojcik also stated that New Scale Technologies payments are current and reflects a punctual payment history.

Joe Bridgeford made a motion to approve the extension of expenditure until June 1st. Walt Matyjas seconded the motion. Motion unanimously carried.

Strategic Plan Update: Michael Manikowski reported on the Stakeholders Strategic Plan Update Meeting held on February 27th. He stated that the meeting was very productive and successful. Mr. Manikowski informed the Board that the final draft for the Strategic Plan Update should be ready for formal approval by the end of the month. The Plan will be taken through all the necessary Boards and Committees for final approval. Mr. Manikowski is optimistic in having the Strategic Plan Update effort completed by mid-year.

ANNUAL MEETING:

Amendment of 3/17/15 Meeting Minutes: Suzanne Vary reported to the Board that there was an error in the March 17, 2015 Annual Meeting Minutes. Ms. Vary explained that the 2015 annual meeting minutes states the re-appointing of Rob Sollenne for a two year term; however, it should have been stated for the re-appointment of Kevin Hill and Carla Seiling for a three year term. Ms. Vary also explained that the re-appointment of Karen Parkhurst, Joe Bridgeford and Karen Springmeier should have been for a three year term, not a two year term. Ms. Vary is asking the Board to approve the amended changes as stated.

Karen Springmeier made a motion to amend the March 17, 2015 minutes with the following:

- *Remove the statement of Rob Sollenne for re-appointment for a two year term and add Kevin Hill and Carla Seiling for re-appointment for a three year term (April 1, 2015-March 31 2018).*

- *Amend the term for Karen Parkhurst, Joe Bridgeford and Karen Springmeier from a two year term to a three year term (April 1, 2015-March 31, 2018).*

Kevin Hill seconded the motion. Motion unanimously carried.

Reappointment of Directors: Karen Springmeier presented the Governance Committee's recommendation for the following Directors for re-appointment for a three year term (April 1, 2016-March 31, 2019):

- David Bunnell
- Walt Matyjas
- Rob Sollenne

Slate of Officers: Karen Springmeier presented the Governance Committee's recommendation for the following Slate of Officers (annually):

- Chair – Rob Sollenne
- Vice Chair – Joe Bridgeford
- Secretary – David Bunnell
- Treasurer – Kevin Hill

Committee Assignments: Karen Springmeier presented the Governance Committee's recommendation for the following Committees and their members (annually):

- Governance Committee
 - Karen Springmeier
 - Joe Bridgeford
 - Fred Lightfoote
- Audit Committee
 - Kevin Hill
 - David Bunnell
 - Robert Green
- Finance Committee
 - Karen Parkhurst
 - Rob Sollenne
 - Walt Matyjas
- Small Business Committee
 - Karen Parkhurst
 - Karen Springmeier
 - Carla Sieling
 - Mary Luckern

Kevin Hill made a motion to block and approve the recommended reappointment of Directors for a three year term (April 1, 2016-March 31, 2019), the recommended Slate of Officers (annually) and the recommended Committee Assignments (annually). Joe Bridgeford seconded the motion. Motion unanimously carried.

Changes to By-Laws: Suzanne Vary reviewed the proposed changes to the By-Laws effective April 8, 2016.

Walt Matyjas made a motion to approve the proposed changes to the By-Laws effective April 8, 2016. Kevin Hill seconded the motion. Motion unanimously carried.

Changes to Policies & Procedures Manual: Michael Wojcik completed the annual review of the manual emphasizing the proposed changes to Policies & Procedures Manual.

Fred Lightfoote made a motion to approve the proposed changes to the Policies & Procedures Manual. Karen Springmeier seconded the motion. Motion unanimously carried.

Board Survey: Suzanne Vary thanked the Board for their participation in the Board Survey and presented the results. Ms. Vary noted that the results will be posted on the website.

Kevin Hill made a motion to approve the Board Survey. Fred Lightfoote seconded the motion. Motion unanimously carried.

ADMINISTRATION:

December February 9, 2016 Minutes: Karen Parkhurst presented the February 9, 2016 minutes for approval.

Fred Lightfoote made the motion to approve the February 9, 2016 minutes. Joe Bridgeford seconded the motion. Motion carried.

Billing Report: Michael Wojcik presented and discussed the February Billing Report.

Invoices for payment: Michael Wojcik reviewed and submitted the invoices for payment for approval, which includes seven invoices totaling \$12,795.29.

Joe Bridgeford made a motion to approve the invoices for payment. Fred Lightfoote seconded the motion. Motion unanimously carried.

Thanks to Karen Parkhurst: The board acknowledged the hard work provided by outgoing Chairwoman Karen Parkhurst. They thanked her for the progress made by the OCEDC under her leadership.

ADJOURNMENT:

Karen Springmeier made the motion to adjourn the meeting at 9:26 am. Walt Matyjas seconded the motion. Motion carried.

Respectfully submitted,

Diane Foster, Staff