

GREATER BROCKPORT DEVELOPMENT CORP.
GOVERNANCE COMMITTEE

Meeting of April 17, 2013
Minutes

1. The meeting came to order at 3:33 pm. Members present were Jack Kinnicutt, Bill Andrews, Dan Donovan, and Jo Matela.
2. On motion by Mr. Andrews, seconded by Mr. Donovan, Mr. Kinnicutt was elected chair.
3. On motion by Mr. Donovan, seconded by Mr. Kinnicutt, Mr. Andrews was designated to take the minutes.
4. Mr. Kinnicutt led an extended discussion of the draft Governance Committee Charter.:
 - ▶ The Committee agreed to revise the wording in the section on Composition and Selection with respect to terms of service of the members of the committee. Mr. Kinnicutt will email to Committee members a draft of the rewording.
 - ▶ The Committee agreed to revise the fifth line in the paragraph on Committee Structure and Meetings to read: “The committee chair will prepare the agenda for all meetings and provide...”
 - ▶ Mr. Kinnicutt distributed to the Committee members language regarding conflicts of interest that he felt the Committee should consider adding to the GBDC’s Code of Ethics, which is part of the Committee’s responsibility as referenced by the first bullet in the section under “Evaluation of GBDC’s Policies.”
 - ▶ The Committee agreed that the development of policies regarding the protection of whistleblowers as required by the second bullet in that section is a low priority at this time but will be revisited later in the year.
 - ▶ Ms. Matela urged the Committee to prepare written policies regarding the procurement of goods and services. Mr. Kinnicutt agreed to draft such a document as a high priority.
 - ▶ The Committee agreed that the preparation of written policies regarding the disposition of real and personal property is a high priority.
 - ▶ The Committee agreed to review the GBDC mission statement and by-laws in advance of its next meeting and for members to be prepared to discuss possible changes to each.
5. Mr. Donovan and Ms. Matela agreed to draft a fact sheet on 60 Clinton Street for the next meeting.

6. Mr. Kinnicutt announced that he plans to meet with Ms. Judy Seil, Executive Director of COMIDA, to propose that Monroe County adopt tax break policies similar to those in effect in Livingston County. He also announced that he plans to meet with State Senator George Maziarz to request some legislative support for the GBDC, including possible short-term funding to help the GBDC remain afloat, to discuss the challenges faced by smaller LDCs such as the GBDC who are subjected to the same statutory requirements as larger, multi-million dollar authorities, and repair of canal wall at 60 Clinton Street.
7. The Committee agreed to meet next at 3:30 p.m. on May 5, 2013, at the Seymour Library.
8. By motion of Mr. Kinnicutt, seconded by Mr. Donovan, the meeting adjourned at 4:28 p.m.

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