

Greater Brockport Development Corporation

Board of Directors Meeting

Seymour Library, Brockport

Meeting called to order at 5:05 p.m.

Roll call:

Present: Bill Andrews, Jacquie Davis, Dan Donovan, Jo Matela and Jack Kinnicutt

Absent: Terry Anne Carbone

Excused: None

Approval of Minutes:

Motion to approve April and May minutes by Ms. Davis; second by Mr. Donovan. Approved.

Financial Report:

Checking: \$9173.74

Savings: \$2226.60

Total: \$11,400.34

Reports of Standing Committees:

Audit Committee (Jacquie Davis, Chair)

The committee submitted its proposed Charter to the Board. Ms. Davis moved to accept the Charter; seconded by Mr. Kinnicutt. The motion was approved.

Ms. Davis announced that the committee is preparing a Request For Proposal to solicit someone to do the GBDC's annual audit. An RFP has been drafted and a list of CPAs within a 15-mile radius developed. The committee expects to issue the RFP the first week in June.

Ms. Davis informed the Board that GBDC Financial Advisor Robert Fox is currently preparing end-of-year financial documents.

Governance Committee (Jack Kinnicutt, Chair)

The committee met April 17 and Mr. Kinnicutt was elected Chair.

Mr. Kinnicutt indicated that the committee revised then approved the Governance Committee Charter. He made a motion to approve the Charter; seconded by Ms. Davis. The motion was approved.

Mr. Kinnicutt informed the Board that the committee is preparing a procurement policy and other impending needs to become compliant with the State Authorities Budget Office.

Reports of Other Committees:

Nominating Committee (Terry Ann Carbone, Chair)

Ms. Matela presented committee report on behalf of Ms. Carbone.

Committee discussed recruitment of new Directors and the background and skills it would seek in nominees, what the committee needs to do to recruit new members, and the number of total members we should have on the Board.

Nominating Committee will submit names of candidates at the June Board of Directors meeting.

Report by the President:

Mr. Kinnicutt recommended that Mr. Jan Pisanczyn, Director of the Small Business Development Center at SUNY Brockport, would be an asset to the GBDC. Mr. Kinnicutt offered to approach.

Mr. Kinnicutt met with Mr. Spiro Ziogas, Brockport Branch Manager, and Ms. Jodi Lynne Davies, Vice President, Business and Professional Banking, M&T Bank. He indicated that M&T would consider partnering with the GBDC and help underwrite the cost of the Business Survey currently under development. Both indicated a willingness to assist us in getting the word out that the GBDC is the community's "go to" economic development organization.

Old Business:

Mr. Kinnicutt announced that our online calendar service has been upgraded and ads are no longer present on the website.

A motion by to approve the terms for each member of the Board of Directors established by Mr. Kinnicutt was made by Ms. Davis and seconded by Mr. Donovan. Approved.

Mr. Andrews discussed the Pro-Brockport fencing project and said the Village is going to apply for a Main street streetscape grant, which would include reimbursement of the cost of the fences. The Village Board is having a workshop and invites business owners to attend. The matching grant is for \$250k and asking for a 50% match from the property owners. There are about 32 trees at \$450 per tree. People are sponsoring fences. Motion by Mr. Andrews to use the GBDC as a pass-through for the fencing project. Mr. Andrews moved to withdraw motion after discussion.

Mr. Andrews announced that the line-up for the Summer Serenade concert series is set. He also reported on the Landmark Conference and called it a success. Over 180 attended. Ms. Matela delivered the welcome.

New Business:

Election of officers:

Vice President: Ms. Matela was nominated by Ms. Davis, seconded by Mr. Donovan. Approved unanimously.

Secretary: Ms. Davis was nominated by Mr. Kinnicutt, seconded by Ms. Matela. Approved unanimously.

President: Mr. Kinnicutt was nominated by Mr. Andrews, seconded by Ms. Davis. Approved unanimously.

Adjournment:

Motion to adjourn made by Ms. Matela, seconded by Mr. Kinnicutt. Meeting adjourned at 6:13 p.m.