



**Thursday, January 11, 2018
Upstate MedTech Centre – Innovation Zone
4:00 PM**

GCEDC MINUTES

Attendance

Board Members: P. Battaglia, T. Bender, P. Zelif, M. Gray, J. Rizzo

Staff: S. Hyde, L. Farrell, M. Masse, E. Richardson, R. Tabelski, P. Kennett

Guests: D. Cunningham (GGLDC Board Member), M. Wiater (GGLDC Board Member),
G. Torrey (GGLDC Board Member)

Absent: C. Yunker, A. Young

1.0 Call to Order

P. Battaglia called the meeting to order at 4:05 p.m. in the Upstate MedTech Centre Innovation Zone conference room.

1.1 Enter Executive Session

T. Bender made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 4:05 p.m. for the following reasons:

1. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

The motion was seconded by P. Zelif and approved by all members present.

1.2 Enter Public Session

P. Zelif made a motion to enter back into public session at 4:25 p.m., seconded by T. Bender and approved by all members present.

2.0 Chairman's Report & Activities

2.1 Upcoming Meetings – P. Battaglia reviewed the upcoming meeting dates with the Board.

Next Scheduled Board Meeting: Thursday, February 1st at 4:00 p.m.

Audit & Finance Committee Meeting: Tuesday, January 30th at 8:30 a.m.

STAMP Committee Meeting: Tuesday, January 30th at 10:30 a.m.

2.2 2018 Board Meeting Schedule – P. Battaglia requested that the March Board meetings be pushed out to the second week (March 8th). The Committee meetings should be moved as well.

L. Farrell shared that the 2018 Board meeting schedule will be posted on the website and calendar invites will be sent to board members that have requested.

2.3 Agenda Additions / Deletions / Other Business – Nothing at this time.

2.4 Minutes: December 7, 2017 & December 21, 2017 – P. Battaglia noted a change on the December 7th minutes. Item 3.1 shows the approval of the resolution being moved by P. Battaglia. The minutes should read that J. Rizzo moved the motion and T. Bender seconded the motion.

P. Battaglia requested that additional language be added to the December 21st minutes for item 3.1 to provide more clarification. The minutes should read “This agreement is subject to Harris Beach adding additional language related to ~~job-creation~~ facility closure and/or facility relocation outside of Genesee County.”

P. Zelif made a motion to approve the December 7, 2017 & December 21, 2107 meeting minutes with those changes as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Absent
T. Bender -	Yes	P. Zelif -	Yes
A. Young	Absent	M. Gray -	Yes
J. Rizzo -	Yes		

3.0 Report of Management

3.1 Nothing at this time.

4.0 Audit & Finance Committee – M. Gray

4.1 November 2017 Financial Statements - The November 2017 financial statements were reviewed with the Committee. A brief overview was given; it was noted that the reserved cash decreased due to a \$159K (related to Apple Tree land sale) transfer to unrestricted operating cash per the 2017 approved budget. All other expenditures are in line with the budget, except where noted. This is being recommended for approval by the Committee.

M. Gray made a motion to approve the November 2017 Financial Statements; the motion was seconded by P. Zelif. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Absent
T. Bender -	Yes	P. Zelif -	Yes
A. Young	Absent	M. Gray -	Yes
J. Rizzo -	Yes		

The item was approved as presented.

4.2 Director’s & Officer’s Insurance Renewal – Lawley has provided us with a proposal for renewal of our current D&O Policy with Travelers. The renewal price reflects an overall increase of \$45 over the current policy. The current policy expires on 2/23/18.

In 2016, Lawley brought forward a few options for the Committee to consider. Coverage, retention and pricing of different proposals were reviewed at that time. We moved to a new carrier and increased retention at that time.

The cost of this policy would be split between the GCEDC and GGLDC (\$5,230/entity) and is within each entity’s budget for 2018. This is being recommended by the Committee.

M. Gray made a motion to approve the Director’s & Officer’s Insurance Renewal; the motion was seconded by T. Bender. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Absent
T. Bender -	Yes	P. Zeff -	Yes
A. Young	Absent	M. Gray -	Yes
J. Rizzo -	Yes		

4.3 2018 County Funding Contract – The Committee has reviewed the Genesee County Funding Contract for the period of January 1, 2018 – December 31, 2018. Total funding to be received in 2018 is \$193,513; this is the same amount as 2017. This contract is being recommended by the Committee.

M. Gray made a motion to approve the 2018 County Funding Contract; the motion was seconded by J. Rizzo. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Absent
T. Bender -	Yes	P. Zeff -	Yes
A. Young	Absent	M. Gray -	Yes
J. Rizzo -	Yes		

5.0 Governance & Nominating Committee – J. Rizzo

J. Rizzo shared that the Governance & Nominating Committee met today and approved a few recommendations to the Board. These will be coming before the Board at the February meeting. He mentioned that there were also two items that will be coming to the February meeting that have not been recommended as the Committee would like input from the rest of the Board before taking any action. He requested that the Board members review these Governance items once the meeting materials are distributed.

6.0 STAMP Committee – P. Zeff

6.1 e3communications – 2018 WNY STAMP Public Relations & Social Media Contract – e3communications, a professional media and public relations firm/consultant will create dedicated social media channels to promote and market WNY STAMP to various audiences, including those in economic development, workforce and higher education among others. e3communications will create social media channels, maintain them with ongoing posts and provide monthly analytic reports. The social media channels will be designed for use on Facebook, Twitter and Instagram accounts specifically related to WNY STAMP. e3communications will also continue to manage public relations activities and communications for the WNY STAMP site. This is being recommended by the Committee.

P. Zeff made a motion to approve accepting the e3communications – 2018 WNY STAMP Public Relations & Social Media Contract; the motion was seconded by M. Gray. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Absent
T. Bender -	Yes	P. Zeff -	Yes
A. Young	Absent	M. Gray -	Yes
J. Rizzo -	Yes		

The item was approved as presented.

7.0 Employment & Compensation Committee

7.1 Nothing at this time.

8.0 Other Business

P. Battaglia shared the Andrew Young has been appointed to the GCEDC Board as the Legislative Liaison. He was unable to attend this meeting. P. Battaglia shared that he will be reviewing the Committee assignments and making adjustments soon.

9.0 Adjournment

As there was no further business, J. Rizzo made a motion to adjourn at 4:39 p.m., which was seconded by M. Gray and passed unanimously.