



**Thursday, June 7, 2018
Upstate MedTech Centre – Innovation Zone
4:00 PM**

GGLDC MINUTES

Attendance

Board Members: T. Felton, D. Cunningham, P. Battaglia, T. Bender, S. Noble-Moag, G. Torrey
Staff: S. Hyde, M. Masse, L. Farrell, E. Richardson, R. Tabelski, P. Kennett, C. Suozzi
Guests: M. Gray (GCEDC Board Member), J. Krencik (Daily News)
Absent: M. Wiater, J. Rizzo, C. Yunker

1.0 Call to Order

T. Felton called the meeting to order at 5:05 p.m. in the Upstate MedTech Centre Innovation Zone conference room.

2.0 Chairman's Report and Activities

2.1 Upcoming Meetings: T. Felton reviewed the upcoming meeting dates with the Board.

Board Meeting: Thursday, July 12th at 4:00 p.m.

Audit & Finance Committee Meeting: Tuesday, July 10th at 8:30 a.m.

2.2 Agenda Additions/Deletions/Other Business

T. Felton made a motion to approve adding the following items to the agenda:

5.1 Officer Appointments

5.2 Authorization for Individuals to Obtain Bank Account Info.

5.3 Authorized Signers of Contracts, Agreements, Etc.

5.4 Procurement Policies and Procedures

5.5 Investment Policy

5.6 Disposition of Property Guidelines

The motion was seconded by G. Torrey. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes
M. Wiater -	Absent		

The items were approved as presented.

2.3 Minutes: May 3, 2018

S. Noble-Moag made a motion to approve the May 3, 2018 meeting minutes as with the requested change; the motion was seconded by D. Cunningham. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes
M. Wiater -	Absent		

The item was approved as presented.

3.0 Report of Management

3.1 Nothing at this time.

4.0 Audit & Finance Committee

T. Felton reported that the Audit & Finance Committee reviewed the Charter at their meeting earlier this week and they will be working on doing a self-assessment of their performance which will be reported to the Governance Committee once completed.

4.1 April 2018 Financial Statements - The April 2018 financial statements were reviewed with the Committee. A brief overview was given. All expenditures are in line with the budget, except as noted. This is recommended for approval by the Committee.

G. Torrey made a motion to approve the April 2018 Financial Statements as presented; the motion was seconded by D. Cunningham. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes
M. Wiater -	Absent		

The item was approved as presented.

4.2 Great Lakes Building Systems Service Agreement – T. Felton shared that the GGLDC would like to enter into an agreement with Great Lakes Building Systems for them to provide services related to the fire alarm and detection system. This agreement is for a total amount of \$5,400 for a period of one year. This expenditure has been budgeted for. This is recommended for approval by the Committee.

P. Battaglia made a motion to approve the agreement with Great Lakes Building Systems for fire alarm and detection services of \$5,400 as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes

M. Wiater - Absent

The item was approved as presented.

5.0 Governance & Nominating Committee

5.1 Officer Appointments - The current slate of officers is set to expire on June 30th. It is suggested to appoint the following slate of officers, with the notion that vacancies may occur and will be dealt with as they arise. The suggested slate of officers are as follows:

Chair / President / CEO -	T. Felton
Vice-Chair -	D. Cunningham
Treasurer -	G. Torrey
Secretary -	S. Noble-Moag

The appointed officers shall hold office for one year or until their successors are appointed.

T. Bender made a motion to approve the Officer Appointments as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes
M. Wiater -	Absent		

The item was approved as presented.

5.2 Authorization for Individuals to Obtain Bank Account Info. – T. Felton shared that L. Farrell and P. Kennett are not authorized bank account signers but need authorization to request information regarding bank accounts and to transfer funds between accounts.

S. Noble-Moag made a motion to approve authorizing L. Farrell and P. Kennett to obtain bank account information; the motion was seconded by D. Cunningham. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes
M. Wiater -	Absent		

The item was approved as presented.

5.3 Authorized Signers of Contracts, Agreements, Etc. – T. Felton shared that, per the Bylaws, the Chair and the Vice-Chair are authorized signers of agreements, contracts deeds and any other instruments as approved by the Board or operational items within the approved budget limits.

G. Torrey made a motion to approve the authorized signers of contracts, agreements, etc. as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes
M. Wiater -	Absent		

The item was approved as presented.

5.4 Procurement Policies and Procedures – T. Felton shared that this policy is required to be reviewed annually. There are no changes being recommended.

5.5 Investment Policy – T. Felton shared that this policy is required to be reviewed annually. There are no changes being recommended.

5.6 Disposition of Property Guidelines – T. Felton shared that this policy is required to be reviewed annually. There are no changes being recommended.

G. Torrey made a motion to approve items 5.4 – 5.6 as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes
M. Wiater -	Absent		

The item was approved as presented.

6.0 Other Business

6.1 Nothing at this time.

7.0 Adjournment

As there was no further business, S. Noble-Moag made a motion to adjourn at 5:13 p.m., which was seconded by D. Cunningham and passed unanimously.