

ECONOMIC DEVELOPMENT CORPORATION, Warren County (EDC)

Minutes of the May 16, 2023 Meeting of the Board of Directors

Present:

Mitch Amado – Chair/Treasurer
Kathy Muncil – Vice Chair/Chair of Audit & Finance Committee
Laura Ladu – Secretary
Dr. Kristine Duffy – Representative, SUNY Adirondack
John Strough – Representative, Town of Queensbury
Mike Wild – Representative, Warren County
Judy Calogero – Representative, City of Glens Falls
Sue Corney – Director/Chair of Governance Committee
Mike Pratt – Director
Mike McClarty - Director

Absent:

Libby Coreno – Director

Staff:

Jim Siplon – President
John Wheatley – Vice President
Diane Dumouchel – Finance & Compliance Director
Amy Potter – Marketing/Communications Director
Kara Barosi – Marketing/Communications
Tricia Hartle – Economic Development Coordinator

Public:

David Dammerman, Great Mountain Investment Associates
Christy Alexander – WorkSmart
Allison GiamBruno - WorkSmart

On May 16, 2023, the Board of Directors for the Economic Development Corporation met in person at 11 South Street, Suite 201 Board of Directors Meeting. The following items were discussed:

1. **Welcome & Call to Order:** at 8:00 a.m. Chairman Amado welcomed everyone and called the meeting to order.
2. **Financial Update:** Finance Director Diane Dumouchel provided a summary of the monthly financials as well as a summary of Memberships received to date.
3. **Reports of Committees:** Audit and Finance Committee met on May 9, 2023 and advanced the April 2023 Financials to the Board for approval. The Governance Committee met on May 10, 2023. Discussion of upcoming EDC Events and the continued efforts for business outreach to further membership.



ECONOMIC DEVELOPMENT CORPORATION, Warren County (EDC)
Minutes of the June 20, 2023 Meeting of the Board of Directors

Present:

Mitch Amado – Chair/Treasurer
Kathy Muncil – Vice Chair/Chair of Audit & Finance Committee
Laura Ladu – Secretary
Dr. Kristine Duffy – Representative, SUNY Adirondack
John Strough – Representative, Town of Queensbury
Mike Wild – Representative, Warren County
Judy Calogero – Representative, City of Glens Falls
Sue Corney – Director/Chair of Governance Committee
Mike Pratt – Director
Mike McClarty - Director

Staff:

Jim Siplon – President
John Wheatley – Vice President
Diane Dumouchel – Finance & Compliance Director
Kara Barosi – Marketing/Communications Contractor
Tricia Hartle – Economic Development Coordinator

Public:

David Dammerman, Great Mountain Investment Associates

On June 20, 2023, the Board of Directors for the Economic Development Corporation met in person at 11 South Street, Suite 201 Board of Directors Meeting. The following items were discussed:

1. **Welcome & Call to Order:** at 8:02 a.m. Chairman Amado welcomed everyone and called the meeting to order.
2. **Reports of Committees:**
Audit & Finance Committee: Chair Muncil provided a report on the Audit & Finance Committee meeting held on June 13, 2023 including analysis of potential CD investment. Continued research and analysis on this front. May 2023 Financials were approved.

Governance Committee: Chair Corney provided a report on the Governance Meeting held on June 14, 2023 including discussion of the June 15th Event; EDC Employee Handbook and membership updates.

3. **President/Staff Report:** President Jim Siplon provided a summary of the June 15th Event “Who’s going to do the work?”. While a concurrent event in Albany prevented greater attendance, attendees expressed value. Some members of the board sought more local data and context and encouraged that in future sessions. President Siplon indicated that future “events” might be more beneficial in smaller settings with focused topics.

Vice President Wheatley provided an update on business activity including three recent inquiries in the last month. Previous inquiries discussed included a potential cannabis growing venture in Queensbury Industrial Park and F.W. Webb’s proposed expansion. EDC continues to act as advocates and navigators for legitimate business inquiries as they explore our area and the opportunity to do business here.

President Siplon provided a report from the Center for Economic Growth delivering Q1 2023 highlights, including region leading micro-business growth.

Membership update: Membership has now rebounded to roughly pre-pandemic (2019) levels. Discussion centered on the remaining time for our 2023 campaign and assistance by the board was sought in outreach for membership between now and July 4th.

Tricia Hartle provided draft FOIL policy for adoption by board members. Policy reviewed and approved by Counsel to the Board. Also provided update on EDC Employee Handbook.

4. **Approvals/Resolutions:** April 2023 Financials were approved by unanimous vote; motion made by Laura Ladu, seconded by Kathy Muncil. The minutes for the May 2023 Board of Directors meeting were approved unanimously as well; motion made by Laura Ladu, seconded by Kathy Muncil.

Chair Amado deferred to Chair and Committee members of the Governance committee for resolution of the Updated FOIL Policy. Having concurred, **Resolution** to approve passed unanimously; motion made by Dr. Kris Duffy, seconded by Sue Corney.

5. **Other Business:** Vacant seat on the Board was presented. The Governance Committee has reached out to Arrow Financial for consideration of bank representation.
6. **Adjournment:** Upon no further business to come before the board, a motion was made by Kathy Muncil, seconded by Sue Corney and carried unanimously to adjourn the meeting at 9:00 a.m.

4. **President/Staff Report:** President Jim Siplon provided an update on business activity, including Business Formation Data Comparison charts regarding business formation(s) in the last 5 years. 2023 YTD EDC Business activity was provided by President Siplon and John Wheatley regarding business expansion and strategic efforts for business assistance going forward.

Membership update: Jim Siplon addressed the Board requesting assistance in outreach for membership. Comparing 2022 to 2023, membership has increased, thus far, 20%.

Amy Potter reported on the June 15, 2023 Event being held at SUNY Adirondack featuring Dr. Rachel Sederberg.

Tricia Hartle reported on EDC internal office procedures and recording keeping, as well as compliance adherence going forward.

5. **Approvals/Resolutions:** April 2023 Financials were approved by unanimous vote; motion made by Kathy Muncil, seconded by Mike Pratt. The minutes for the April 18, 2023 Board of Directors meeting were approved unanimously as well; motion made by Judy Calogero, seconded by Laura Ladu.
6. **Other Business:** N/A
7. **Executive Session:** Motion to move to executive session at 8:53 a.m. made by Dr. Kris Duffy, seconded by Mike Pratt and passed unanimously for purposes of "Personnel". Exited session at 9:07 a.m., motion made by Mike McClarty, seconded by Sue Corney and passed unanimously. No Action taken.
8. **Adjournment:** Upon no further business to come before the board, a motion was made by Mike McClarty, seconded by Kathy Muncil and carried unanimously to adjourn the meeting at 9:08 a.m.