

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION
Governance Committee
April 6, 2017
Meeting Minutes

CALL TO ORDER

The Governance Committees of COIDA and OCCRC held a joint meeting on April 6, 2017. The meeting was called to order at 8:10 a.m. at the Cooperstown Village offices located at 22 Main Street, Cooperstown NY. Committee members present were Rick Hulse, Cheryl Robinson and Craig Gelbsman, and Chair Devin Morgan, and staff Elizabeth Horvath and Sandy Mathes.

At the meeting,

- The committee reviewed and accepted the March 2017 meeting minutes.
- The committee discussed the role of private equity in development, early conversations of a group of private investors coming together in Oneonta, other models of organizing and funding such endeavors. Mr. Morgan mentioned that five or six angel funds exist in upstate New York.
- The committee discussed the idea of Board members acting as ambassadors to a set of companies and stakeholders, owning certain relationships and committing to a certain level of engagement across the course of the year. Ideas floated concerning email blasts, fully defining what is expected of board members in owning these relationships, quarterly sector-based meetings, reporting on what we are currently doing as opposed to what we have done. Mr. Mathes reminded the committee that his first quarterly CEO newsletter will be emailed to approximately 200 stakeholders next week.
- On a related topic, the committee discussed adding a “board lead” column to the project tracking spreadsheet – to be discussed at Project Committee, considered to be a good idea if done right, should involve connecting given board members to a project and its stakeholders, meetings, emails, and communications/updates.
- The committee considered a proposal for business development services from a small local group and determined that such services are not necessary at this time.
- An item to be considered at the advent of the next large project that Otsego Now takes on: issuing an RFI or RFQ for professional services in the interest of due diligence and compliance. RFQ should include questions about who the “A Team” is for a given firm, and where their true areas of expertise lie.
- The Workforce Summit continues to gel – SM getting dates, costs, finalizing structure with Senator Seward and working through the site selector community to identify experts in connecting workforce needs with site desirability. Discussion around current return on investment in the workforce development consultant. Committee requests detailed work plan from Patrick Doyle concerning our workforce development strategy going forward, within 30 days.
- Ms. Horvath presented to the group the plan for the annual meeting/event:
 - May 4th, 2017, at Northern Eagle’s offices on Browne St, soft start at 8:00am with program beginning approximately 8:30am, panel discussion including Sen. Seward, Jeff Janiszewski, Mike Reese and Dusty Swanger, five or so prepared questions, invite-only, approximately 50 attendees, light breakfast served, tour of Northern Eagle’s facilities after for those who wish
 - Ms. Horvath lining up caterer, rental of tables/chairs, creating invitation & sending it, managing event

NEXT STEPS

- EAH to send list of employers/stakeholders to full Board to consider for relationship linkages and input; also to put discussion of these relationships on agenda for next Board meeting
- EAH to add to Project Committee agenda discussion of board liaison on project tracker – new column, with volunteers
- EAH to draft email to Shue/Colone for DM to edit, send
- EAH to contact Henry Barber for update at IOXUS
- PJD to provide within 30 days a detailed outline of a plan that addresses our workforce development strategy and tactics going forward, including order of magnitude costs, staffing plan, and timelines.
- EAH to continue annual meeting/event tasks to prepare for event, and email “save the date” to board members

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 9:50 a.m.