**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**

**OTSEGO COUNTY CAPITAL RESOURCE CORPORATION**

**Governance Committee**

**SEPTEMBER 7, 2017**

**Meeting Minutes**

**CALL TO ORDER**

The Governance Committees of COIDA and OCCRC held a joint meeting on September 7, 2017. The meeting was called to order at 8:07 a.m. in the conference room at the Otsego Now offices located at 189 Main Street, Suite 500, Oneonta, NY. Committee members present were Craig Gelbsman, Richmond Hulse, Jeffrey Lord, and Cheryl Robinson along with counsel Joe Scott attending by conference call.

At the meeting,

* The committee discussed updates to the website, to which no action has been taken on.
* Salesforce was discussed. J. Lord and contacted Salesforce regarding the user license, of which there is one. He has spoken with Wendy at Salesforce, left a message for the manager to contact him and had not heard word back yet. It was determined that there should be a client interface so that they can do updates with permissions.
* The committee discussed Quickbooks and the loan system. J. Lozano is currently getting up to speed on what has been done.
* The Project Spreadsheet was discussed. It was agreed that the concept is excellent and everyone liked using it. The new CEO may wish to make some minor changes to it. The spreadsheet had not been updated since Elizabeth left. Sarah and Cheryl will meet to discuss the spreadsheet in more detail.
* The committee discussed the hiring of the new CEO and inquired with J. Scott if there was any special registration or record that need to be filed. From an IDA standpoint, the only steps that need to be taken are those typical of a new hire with the New York State Department of Labor. It was determined that J. Lozano would handle that.
* There was discussion that there should be a special meeting with the new CEO upon his start date to discuss the punch list, provide historical context on projects, explain key relationships, etc.
* Further discussion on the new CEO’s hire involved the possibility of holding a formal reception to introduce him to contacts, business leaders, etc. J. Scott suggested sending out announcements. The committee decided to post the announcement on the IDA website.
* The committee discussed budget for the new CEO to hire staff, whether that would be an administrative assistant or marketing individual. It was decided that this would be reviewed with him after he started.
* A brief discussion took place regarding the check for Cooperstown. The committee decided that it would be best if the check was hand delivered by the new CEO.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:46 a.m.