

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION**

**GOVERNANCE COMMITTEE
DECEMBER 11TH, 2025
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Governance Committee meeting was called to order at 9:15 am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

David Rowley

Cheryl Robinson

Tom Armao

Also, in attendance:

BOARD

Patricia Kennedy

Tim Johnson

Craig Gelbsman

STAFF

Jody Zakrevsky, **CEO**

Terel Marshburn, **Economic Developer Director**

Meaghan Marino, **Director of Finance and Administration**

Jordan Allen, **Administrative Assistant**

Chris Canada, **Bond Counsel (v)**

(v) – virtual

CHAIR'S COMMENTS

Governance Committee Vice Chair, David Rowley, moved immediately into agenda.

NEW / UNFINISHED BUSINESS

Resolution Authorizing setting up a simple IRA Retirement plan: D. Rowley stated that just prior in the Audit & Finance meeting the IRA Retirement Plan was approved.

Authorizing Director of Finance and Administrations to sign checks: D. Rowley stated that it was agreed prior to the Governance Meeting to check By-Law's first, then present at next Committee Meeting.

Strategic Plan: P. Kennedy suggested the staff display a strategic plan presentation for Projects that are being considered at the next Board Meeting for the board members to review.

ADJOURNMENT

There being no further business to discuss, the Governance Committee meeting was adjourned at 9:17 am.

UPCOMING MEETING SCHEDULE

The next Governance Committee meeting will be held on January 8th, 2026, at 8:00 am.