**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**

**DRAFT May 25 2017 SUBJECT TO BOARD APPROVAL**

**Meeting Minutes**

**CALL TO ORDER**

Chair Devin Morgan called to order the monthly meeting of COIDA at 8:10 a.m. at the COIDA offices located at 189 Main Street, Suite 500, Oneonta, NY. Voting members present were Devin Morgan, Jeff Lord, Craig Gelbsman, Sarah Harvey, Cheryl Robinson, Rick Hulse, Bob Hanft and Jim Salisbury.

Also in attendance were staff members Sandy Mathes, Elizabeth Horvath and Corey Miglianti; and agency counsel Kurt Schulte. Also present were Patrick Doyle of Doyle Consulting, and Joseph Scott of Hodgson Russ, Mayor Gary Herzig, Steve Brill of LeChase and Jim Kevlin of Allotsego.com.

**MEETING MINUTES**

The Chair presented the minutes from the April 2017 meeting to the Board. Mr. Hulse moved to approve the minutes, Jim Salisbury seconded and the motion passed by unanimous voice vote.

**Chairman’s Remarks**

Mr. Morgan touched base on the Reorganization committee’s discussion to engage a search firm going forward in the organization’s task to fill the role for a Full Time CEO, Given Mr. Mathes 90 days’ notice. In the meantime, Mr. Morgan stated that we need to keep things moving, as an economic force in the county.

**TREASURER’S REPORT**

Mr. Lord presented the financial reports. Mr. Hulse moved to approve the financials. Ms. Robinson seconded and the motion passed by unanimous voice vote. The group also examined burn rate calculations and projections, which are now a regular point of discussion at Audit Committee. Adjustment made as the organization received an unexpected pay off from Butternuts Beer & Ale.

* Bills to be paid were reviewed in short and approved

**COMMITTEE REPORTS**

**Governance Committee**

Mr. Hulse presented the Governance Committee minutes.

**Project Committee**

Ms. Harvey presented the Project Committee minutes. Brief discussions around board members as project leads on the project tracker. Mr. Mathes also discussed. No action was taken.

**Reorganization Committee**

Ms. Robinson presented the Reorganization Committee minutes. The committee has satisfied its charter and will be disbanded going forward.

**CEO’s REPORT**

Mr. Mathes updated the Board on the following matters:

* DRI kicks into next gear
* No advance list
* F & B center CFA
* ESD, Dep of community renewal, state essential for transformation

**MOTIONS AND RESOLUTIONS**

Hiring New Administrative Director

Mr. Hulse moved to approve offering Ms. Miglianti a Full time position as Administrative Director with the organization at $20.00/hr, a $5,000 retention bonus after 6 months, and a total of 3 weeks’ paid time off. Ms. Robinson seconded, and the motion passed unanimously.

Hiring Committee

The board decided to establish a hiring committee chaired by Cheryl Robinson, with members:

* Devin Morgan
* Rick Hulse
* Jeff Lord
* Craig Gelbsman

The hiring committee will work with Hans Damolen of Valletta Ritson throughout the search and hiring process for the new full-time CEO.

Doubleday Field and Railroad District grants

In 2016, the IDA was awarded $49,000 from ESD to pursue the next stage of development for the two development nodes in Cooperstown. Ms. Robinson made a motion to commit the IDA to funding up to $25,000 for these studies, provided that another $25,000 is committed from other stakeholders, to create the total $49,000 match for this project. Mr. Lord seconded and the motion carried unanimously.

Grant Consultant

Ms. Horvath recommended accepting a proposal from Thoma Development to manage the end stages of three to four outstanding ESD grants. Mr. Hulse moved to accept the hourly-rate proposal for an engagement not to exceed $5,000, Ms. Harvey seconded, and the motion passed unanimously.

Upcoming Board Meetings

* **6/1 Governance, 8:00am, Oneonta**
* **6/8 Audit, 7:30am, Oneonta**
* **6/15 Projects, 7:30am, Oneonta**
* **6/23 Board, 8:00am, Oneonta**

**\*\*Public events- Stiring Committee june 5**

**ADJOURNMENT**

**There being no further business, Mr. Hulse moved to adjourn the meeting at 9:57 a.m., Ms. Robinson seconded, and the meeting was adjourned.**

The next meeting of the COIDA Board will take place on June 22, 2017, at 8:00 a.m., at 189 Main Street, Oneonta NY.