

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

**GOVERNANCE COMMITTEE
DECEMBER 12, 2019
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Governance Committee meeting was called to order at 8:27am at the Otsego Now offices located at 189 Main Street, Suite 500, Oneonta, New York. Committee members present were:

Jeffrey Lord
Craig Gelbsman
Tom Armao

Patricia Kennedy
David Rowley
Jeffery Joyner

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Director of Finance and Administration**

COUNSEL

Kurt Schulte, **Agency Counsel**

GUESTS

Tim Carpenter, **MRB Group**

CHAIRMAN'S COMMENTS

Governance Committee Chairman, Richmond Hulse Jr., was absent from the meeting. As such, J. Lord moved immediately into the agenda.

NEW / UNFINISHED BUSINESS

- **January/February Meeting Dates** – Board meetings and Committee meetings had been held on the same day in November and December, so M. Marino asked the board if they wanted to do the same in January and February. Board members decided to hold January Committee meetings and the January Board meetings on January 9th. In February, the agency's Annual Meeting and Committee meetings will be held on February 6th, and the Board meetings will be held on February 27th.
- **Agency Retreat** – The agency will hold a retreat on January 23rd at either Community Bank, Springbrook, or Fox Hospital. The MRB Group had offered to conduct the retreat, however the Small Business Development Center, based out of Binghamton, offered to facilitate the retreat at no charge to the IDA. Robert Griffen, of the Small Business Development Center, will be the facilitator.

ADJOURNMENT

There being no further business to discuss T. Armao made a motion to adjourn the Governance Committee meeting at 8:33am. D. Rowley seconded the motion and it was approved by remaining members.

UPCOMING MEETING SCHEDULE

The next Governance Committee meeting will be on January 9th, 2020 at 8:00am.