

SENECA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY

GOVERNANCE COMMITTEE
MEETING MINUTES

Thursday, June 2, 2011
2:00 PM.
Seneca County IDA Office
One DiPronio Drive
Waterloo, New York

Attendance:

Members Present: Thomas Macinski – Chairman; Steven Brusso; Patricia Amidon and Thomas Kime

Members Absent: None

Staff Attending: Robert Aronson, Executive Director; Patricia Jones, Deputy Director, Kelly Kline, Executive Assistant and Bruce Johnson, CFO

Call to Order:

Chairman Macinski called the meeting to order: at 2:00 PM. A quorum of committee members was present.

Approval of Meeting Minutes of March 28, 2011:

The meeting minutes of March 28, 2011 were distributed and reviewed by the Committee. Mr. Kime requested that the March 28, 2011 minutes be amended to reflect that for PAAA reporting, the current IDA Mission Statement and Goals be approved; however, minutes should also indicate that the Board needs to continue to look at the goals and what the performance measurements would be based on. After discussion, a motion was made by Mr. Kime to approve the minutes, as amended. Seconded by Mr. Brusso. Motion Carried

Update By-Laws to Incorporate New Committee Name:

Mr. Aronson advised Committee Members that due to the recent amendment of combining the Finance Committee with the Audit Committee, otherwise known as, The Audit Finance Committee; the By-Laws must be updated and amended to reflect this name change. A copy of the revised By-laws with the amended name change had been provided to members before the meeting. A motion was made by Mrs. Amidon to accept the updated and amended By-Laws reflecting the name change of the new Audit Finance Committee and recommend approval to full IDA Board. Seconded by Mr. Brusso. Motion carried

Approval of IDA Equal Opportunity Policy:

Mr. Aronson advised committee members that the IDA Equal Opportunity Policy has not been reviewed in a few years and staff is recommending that it be updated to reflect changes to our ever-growing workforce. A copy of the updated policy had been provided to committee members prior to the meeting. After discussion, a motion was made by Mrs. Amidon to accept the updated and amended Equal Opportunity Policy and recommend approval to the full IDA Board. Seconded by Mr. Brusso. Motion carried

Board Member Orientation / Education:

Mr. Aronson advised Committee Members that due to the lack of training outlets, two IDA Board Members still require PAAA training. It has just come to the attention of staff that webinar training may be taking place in July 2011. Staff will advise the above mentioned Board Members of the exact dates and times of the webinar when the information becomes available.

Other Business:

Bookkeeper Contract:

Mr. Aronson advised Committee Members that the IDA Bookkeeper, Mrs. Eleanor Beattie is requesting an increase in her fee of \$25 a month. Mr. Aronson advised Committee Members that staff is very pleased with Mrs. Beattie's performance and is recommending the increase. After discussion, a motion was made by Mrs. Amidon to approve the fee increase of \$25 a month and authorized the Executive Director to sign the contract. Seconded by Mr. Brusso. Motion carried.

Adjournment

A motion to adjourn the meeting was made by Mrs. Amidon and seconded by Mr. Brusso. Motion carried. The meeting adjourned at 2:30 pm.

Respectfully submitted,


Robert J. Aronson
IDA Executive Director