

# LIVINGSTON COUNTY DEVELOPMENT

ECONOMIC • INDUSTRIAL • COMMUNITY

Approved by



MINUTES  
LIVINGSTON COUNTY CAPITAL RESOURCE CORPORATION  
ANNUAL MEETING  
Friday, March 6, 2015  
Livingston County Government Center, Room 205  
Geneseo, NY

**Members Attending:** W. Bacon, S. Boscoe, E. Gott, G. Moore, and P. Yendell

**Members Excused:** P. Brooks and R. Smith

**Staff Attending:** J. Coniglio, Esq., C. Baker-Scott, J. Marshall, L. Wadsworth, M. Wheeler and T. Donegan

**Guests Attending:** K. Beach, CPA and A. Wood, CPA from EFP Rotenberg

### Annual Meeting

Mr. Bacon called the Annual Meeting of the Livingston County Capital Resource Corporation to order at 12:21 PM and welcomed Kristie Beach, and Amanda Wood, CPA from EFP Rotenberg.

### Audit & Finance Committee

Mr. Bacon called the Audit & Finance Committee meeting to order as a Committee of the Whole.

Ms. Beach and Ms. Wood presented the review of the 2014 Financial Statements. Ms. Beach reviewed the required communication letters, income statement and balance sheet. There was no activity for the Corporation during 2014.

The Management Letter is a report on internal controls and states that there are no material weaknesses or significant deficiencies. There were no difficulties encountered when performing audit and there were no disagreements with management during audit.

There are still open items related to PARIS reporting. All will be completed by the March 31, 2015 reporting deadline.

EFP Rotenberg will be issuing unmodified (clean) opinion which is the highest opinion that can be given.

Members reviewed the Compensation, Reimbursement and Attendance Policy, Investment Policy, Procurement Policy, and Disposition of Property Policy.



Livingston County Development Corporation  
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*A motion was made by Mr. Yendell, to adopt the policies with no changes, seconded by Mr. Boscoe. All in favor. Carried.*

*A motion was made by Mr. Yendell, seconded by Mr. Moore to accept the Audit Report and recommend approval of the Report. All in favor. Carried.*

*With no further business to discuss, a motion was made by Mr. Yendell to adjourn the Audit & Finance Committee meeting, seconded by Mr. Gott. All in favor. Carried.*

**Governance Committee**

Mr. Bacon called the Governance Committee meeting to order as a Committee of the Whole.

Members reviewed the By-laws, Code of Ethics, Defense and Indemnification, Fee Policy, Travel Policy, Uniform Tax Exemption Policy, and the Whistleblower Policy.

*A motion was made by Mr. Gott, to adopt policies with no changes, seconded by Mr. Moore. All in favor. Carried*

The members completed the Assessment of Committee Operations.

*With no further business to discuss, a motion was made by Mr. Yendell to adjourn the Governance Committee meeting, seconded by Mr. Gott. All in favor. Carried.*

**Annual Meeting**

A list of current officers and designations of the Corporation was reviewed.

**2015 ROSTER**

Livingston County Capital Resource Corporation

**Board of Directors**

**Chairman**

Philip Brooks

**Vice Chairman**

William Bacon

**Members**

Eric Gott  
Gary Moore  
J. Peter Yendell

**Treasurer**

Steven Boscoe

**Secretary**

Robert Smith

**Board Committees**

**Governance**

Steven Boscoe  
Philip Brooks  
Eric Gott  
Gary Moore

**Audit & Finance**

William Bacon  
Terrance Donegan  
Robert Smith  
J.Peter Yendell



## Other Board Appointments

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**Public Information Officer**

Julie A. Marshall

**Independent Auditor**

EFP Rotenberg, LLP

**Procurement Officer**

Julie A. Marshall

**Official Newspapers**

Genesee Country Express  
Livingston County News

## Staff

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**Executive Director**

Julie A. Marshall

**Deputy Executive Director**

Carolyn Baker-Scott

**Chief Financial Officer**

Terrence Donegan

## Legal Counsel

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**Counsel**

James Coniglio, ESQ  
Underberg & Kessler, LLP

**Alternate Counsel**

William F. Weir, ESQ  
Nixon Peabody

## Official Funds Depositories

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Community Bank N.A.

Five Star Bank

Steuben Trust Company

*A motion was made by Mr. Yendell, to adopt the foregoing officers and designations, seconded by Mr. Gott. All in Favor. Adopted.*

*A motion was made by Mr. Gott, to accept the 2014 Annual Financial Audit Report, seconded by Mr. Yendell. All in Favor. Carried.*

Mr. Bacon thanked Ms. Beach and Ms. Wood and the team at EFP Rotenberg for their work. Ms. Wood and Ms. Wood departed.

Mr. Donegan departed.

### **APPROVAL OF MINUTES**

*A motion was made by Mr. Yendell to approve the December 5, 2014 Meeting Minutes, seconded by Mr. Moore. All in favor. Carried.*

### **ADJOURNMENT**

*With no further business to discuss, a motion was made by Mr. Moore, to adjourn the meeting at 12:35 PM, seconded by Mr. Boscoe. All in favor. Carried.*



Respectfully submitted,

*Julie A. Marshall*

Julie A. Marshall  
Executive Director



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