

LIVINGSTON COUNTY DEVELOPMENT

ECONOMIC • INDUSTRIAL • COMMUNITY

Approved by



MINUTES LIVINGSTON COUNTY DEVELOPMENT CORPORATION Friday, December 2, 2016

Conference Room C, UR Medicine Noyes Health
Dansville, NY

Members Attending: P. Brooks; G. Moore; R. Smith; S. Boscoe; P. Yendell; E. Gott; L.Lane

Staff Attending: W. Bacon; M. Wheeler; L.Wadsworth; T.Taylor

Guests Attending: J. Coniglio Esq.; M. Downey & C. Wilson, Interns; A. Della Sala & J. Kehm, EFPR Group.

Chairman Brooks welcomed members and guests and called the meeting to order at 9:00 AM

APPROVAL OF MINUTES

A motion was made by Mr. Smith to approve the minutes of the October 7, 2016 meeting, seconded by Mr. Gott. All in favor. Carried.

OTHER BUSINESS

Presentation from Interns Molly Downey and Caroline Wilson

Ms. Wadsworth introduced Ms. Downey who has been interning for the LCDC since the summer of 2015 and Ms. Wilson who has been interning since the fall of 2015. They are both seniors, and next semester will be their last semester as interns. The internship is paid and requires 10-15 hours per week with more hours required in the summer. The internship is fully funded by Greg O'Connell. Ms. Downey and Ms. Wilson gave a brief presentation on their work and accomplishments so far this year.

TREASURER'S REPORT

Financial Statements

Mr. Bacon reviewed the financial statements for period ending October 31 & November 30, 2016.

A motion was made by Mr. Moore to approve the treasurer's report for the period ending October 31 & November 30, 2016, seconded by Mr. Gott. All in favor. Carried.

Audit Scope of Work

Ms. Della Sala and Mr. Kehm reviewed the scope of work to be provided by EFPR Group for the Livingston County Development Corporation 2016 audit. Staff from EFPR Group will be on site the last week of January 2017 to conduct the audit which will be completed concurrently with the Livingston County Industrial Development Agency and the Livingston County Capital Resource Corporation audits. The scope of work will



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include preparation of LCDC financial statements, review of internal controls, and preparation of Authority Budget Office report.

2017 Budgets

Mr. Bacon explained that the 2017 budget that was presented in October has been cleaned up and is in a better format under more organized categories. Mr. Bacon asked for approval from the board on this new format for the budget.

A motion was made by Mr. Yendell to approve the new amended 2017 budget. Seconded by Mr. Boscoe. All in favor. Carried.

REVOLVING LOAN FUND

Aging Report

Mr. Bacon reviewed the Loan Fund Aging Report.

A motion was made by Mr. Yendell, seconded by Mr. Boscoe, to accept the Aging Report for the period ending November 30, 2016. All in favor. Carried.

NEW BUSINESS

Authorization to Enter into Agreement with Livingston County Industrial Development Agency

A motion was made by Mr. Smith to enter into an agreement with the Livingston County Industrial Development Agency for economic development services, subject to review by counsel, seconded by Mr. Gott. All in favor. Adopted.

Authorization to Enter into Agreement with Brennan Consulting Group

A motion was made by Mr. Yendell, to enter into an agreement with the Brennan Consulting Group for consulting services, subject to review by counsel, seconded by Mr. Boscoe. All in favor. Adopted.

Authorization to Enter into Agreement with Birchwood Business Consulting

A motion was made by Mr. Yendell to enter into an agreement with the Birchwood Business Consulting for loan fund underwriting services, subject to review by counsel, seconded by Mr. Gott. All in favor. Adopted.

Authorization to Enter into Agreement with Livingston County Chamber of Commerce

A motion was made by Mr. Gott to enter into an agreement with the Livingston County Chamber of Commerce for the 2017 Buy Local Campaign, seconded by Mr. Moore. Ms. Lane Abstained. All in favor. Carried.

Strategic Plan – Presentation of Final Plan

Mr. Bacon presented each board member with a copy of the final strategic plan from Hunt Engineers. Mr. Bacon advised that it contains some good initiatives, some of which are already underway. Members agreed that this information may be useful for future grant applications and opportunities. All members of the Strategic Plan Steering Committee will be receiving a final copy of the plan.

Brew IN Livingston Update

Ms. Wheeler reported that 35 semifinalists were selected to submit a 5 minute video pitching their brewery. Twenty eight videos were received. A panel of about 12 judges will be viewing all 28 videos on December 9th, and completing rubrics for each video. The goal is to narrow down to 10-15 finalists which will then be put



through a 5 week class which will give them expertise on necessary legal, licensing, marketing and accounting aspects of opening a brewery. The class will conclude in February and following a public pitch the winners will be announced in March. Mr. Bacon advised all Board Members that they are welcome to join the panel on December 9th to score the videos.

Election of Officers and Appointments & Designations

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

2017 ROSTER

Livingston County Development Corporation

Board of Directors

<p><u>Chairman</u> Philip Brooks</p>	<p><u>Members</u> Eric Gott J. Peter Yendell Laura Lane</p>	<p><u>Treasurer</u> Steven Boscoe</p>
<p><u>Vice Chairman</u> Gary Moore</p>		<p><u>Secretary</u> Robert Smith</p>

Board Committees

<p><u>Governance</u> Philip Brooks Eric Gott Gary Moore Robert Smith</p>	<p><u>Audit & Finance</u> Steven Boscoe Terrence Donegan J. Peter Yendell Laura Lane</p>
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Other Board Appointments

<p><u>Public Information Officer</u> William Bacon</p>	<p><u>Independent Auditor</u> EFPR Group, LLP</p>
<p><u>Procurement Officer</u> William Bacon</p>	<p><u>Official Newspapers</u> Genesee Country Express Livingston County News</p>

Staff

<p><u>Executive Director</u> William Bacon</p>	<p><u>Deputy Executive Director</u> Maureen Wheeler</p>	<p><u>Chief Financial Officer</u> Terrence Donegan</p>
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Legal Counsel

<p><u>Counsel</u> James Coniglio, ESQ Underberg & Kessler, LLP</p>	<p><u>Alternate Counsel</u> William F. Weir, ESQ Nixon Peabody</p>
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Official Funds Depositories

Community Bank N.A. Five Star Bank Steuben Trust Company

A motion was made by Mr. Moore, to adopt the foregoing officers and designations, seconded by Mr. Smith. All



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in Favor. Adopted.

Establish Regular Meeting Dates for 2017

A list of the 2017 meeting dates was reviewed by the Agency.

2017 Meeting Schedule

January 6, 2017 – Government Center, Room 205

February 3, 2017 – Government Center, Room 205

March 3, 2017 – Government Center, Room 205

April 7, 2017 – Government Center, Room 205

May 5, 2017 – Government Center, Room 205

June 2, 2017 – Government Center, Room 205

July 7, 2017 – Government Center, Room 205

August 4, 2017 – Government Center, Room 205

September 8, 2017 – Government Center, Room 205

October 6, 2017 – Government Center, Room 205

November 3, 2017 – Government Center, Room 205

December 1, 2017 – Government Center, Room 205

A motion was made by Mr. Boscoe to accept the list of 2017 regular meeting dates. Seconded by Mr. Gott. All in favor. Carried.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Yendell, to adjourn the meeting at 10:26 AM, seconded by Mr. Smith. All in favor. Carried.

Respectfully submitted,



Tessa Taylor, Senior Account Clerk/Typist



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