

Wyoming County Business Center, Inc.
Board Meeting Minutes
April 10, 2019

1. Call to Order

The WCBC, Inc Board of Directors met on April 10th at 9:00 a.m. at the Wyoming County Agriculture and Business Center, 36 Center Street Warsaw, New York.

Present were: James Pierce, President/CEO; Sam Gullo, Vice-Chair; Jeremy Satchell, Treasurer; Dan Leuer, Secretary; Jim Brick, Director; Robin Marschlok and Jennifer Tyczka, Wyoming County IDA; and Kevin Zanner, Agency Counsel.

Guests: Linda LeBlond and Justin Dueppengiesser, Executive Directors, Wyoming County Business Education Council (joined the meeting at 10:04 a.m.).

Absent: Rick Fish, Chairman

Sam Gullo, Vice-Chairman, called the meeting to order at 9:02 a.m.

2. Review and Approval of the Minutes from December 20, 2018

The Board reviewed and approved the minutes on a motion made by J. Satchell. The motion was seconded by J. Brick and unanimously approved.

3. Review and Approval of Financial Report

J. Satchell presented the financial reports for the periods ending December 31, 2018 and March 31, 2019. The Board then approved the financials on a motion made by D. Leuer. The motion was seconded by J. Brick and unanimously approved.

4. Action Items

A. Representatives from Freddie's Shopping Kart, Inc. will present an overview of its business and financing needs.

J. Pierce explained that the Business owners have retracted their loan request and will not be joining the meeting today. The business was able to solidify an agreement for work that has created cash flow and put them in a better position financially. Freddie's Shopping Karts, Inc. is a business in Bliss that has been operating for 40 years. They have a mobile service which repairs shopping carts for grocery stores. Pierce shared an entry in the 2015 Guinness World Book of Records in which Freddie, the owner, is driving the world's largest shopping cart, standing at 15 feet and containing an engine so it can be driven in parades.

B. Invictus Barber and Brand request to waive the second mortgage on their residence for a \$15,000 loan.

J. Pierce informed the Board that the Warrens have asked for a waiver of the second mortgage requirement on their residence for collateral of the loan as they only wish to borrow \$15,000 for furniture and fixtures for the business. At the last meeting the Board had moved to allow for a \$50,000 loan which included financing for a building. The Warrens have since facilitated an owner financing deal with a building owner and now only need the \$15,000 for furnishings and fixtures. Pierce explained that the amended amount would be collateralized by personal guarantees of Kaitlyn and Justin Warren and security on any furniture, fixtures and inventory owned by the business. The Board agreed to the request for the \$15,000 to be amortized over 7 years at 2%. As an additional option to keep the payments manageable, the Board agreed to a possible 7-year note amortized over 10 years with a balloon at 84 months. A motion was made by J. Satchell to approve the request with the new terms as outlined. The motion as seconded by D. Leuer and unanimously approved.

C. Review and approve 2018 Annual Audit of the WCBC

R. Marschilok reviewed the Audited Financial Statements which were completed by Freed Maxick CPAs, PC. Marschilok first reviewed the provided Report to The Board of Directors and discussed the opinions and recommendations from Freed Maxick. One opinion item regarding the reported under-collateralization of funds at the end of 2018 was discussed with the Board. The Agency has worked with the Bank to rectify and all funds are collateralized sufficiently at this time. Marschilok reviewed the Financial Statement and highlighted the change in net position from 2017 to 2018 and noted that there were not any mis-statements or accounting issues reported. After review of the reports the Board approved the completed Financial Audit and Report to the Board on a motion made by S. Gullo. The motion was seconded by J. Brick and unanimously approved.

5. Discussion Items

A. Micro Loan Program

Pierce then reviewed the schedule of Microloans included in the package.

Pierce noted that Canaan's Butcher Block has been making payments of \$200/month and have now started paying toward the principal balance.

Pierce stated that both guarantors for Silver Trails Outfitters, have filed bankruptcy and it doesn't look like we will recover anything from them. The Bank representative working with them has suggested waiting a little longer to write off this note as uncollectable.

Josh Wolcott former owner of Wolcott Brothers Music hasn't sent his payment since December. S. Gullo stated that he saw on social media that Josh was moving to Nashville.

B. FastTrac New Venture Class Update

J. Pierce asked J. Tyczka to update the Board on the 2019 activities. Tyczka stated that the Spring session is in its 6th week, there are 5 students in this class and Graduation will be May 7th. We received sponsorship from Complete Payroll and R.D. Strassel. The sponsorship from Bank of Castile has not been received. A scholarship program is still being offered for college students and Wyoming County High School students meeting established criteria. One of the Spring students is a Warsaw High School Student, Dmitri Steele, with a business concept of A Unique Restaurant Experience. Tyczka reviewed a confidential list of business concepts from the participants.

Tyczka explained that she has received inquiries from other state affiliates and recently the Director of Small Business Development Center at the University of Texas called to inquire about how we manage our Fast Trac Program. Tyczka has been working with Scott Gardner in establishing a survey to monitor the success rate of the previous graduates and a needs assessment for small businesses.

J. Pierce presented Fast Trac information to the Board of Supervisors in February to make them aware of the success and impact of the entrepreneurship program.

C. Business Attraction Activities

Pierce informed the Board of another marketing piece being worked on for the property owned by the IDA. Pierce is working with the local Pennysaver office to create a flyer to put on the website as well as distribute to prospective interests for two properties in Arcade and one on Camp Road and Route 39 in Perry. Invest Buffalo Niagara (IBN) has put together a committee, which Pierce is a part of, to address the current lack of available buildings for prospective buyers in the Western New York area. According to IBN 85% of leads are looking for existing buildings. Pierce stated that it is hard to attract outside interests and it limits existing businesses without them.

D. Leuer commented on the recent discussions of the unutilized space here in the Ag and Business Center and the possibility of renting space to businesses that need it.

Pierce agreed and stated that the County and an IDA sub -committee are looking at ways to use the wasted space in the building and generate more income to offset the costs for the building.

6. Workforce Development Discussion Items

A. GLOW with their Hands event September 24th

Pierce then introduced Linda Leblond, retiring Executive Director and Justin Dueppengiesser, newly hired Executive Director of the Wyoming County Business Education Council, to discuss a new event called GLOW with Your Hands. This event is being created to mimic an existing Work with Your Hands program put on in the Finger Lakes Region for kids in Grade 8 and over to expose them to the skill trades such as construction, welding, electrical and masonry. The GLOW event is scheduled for September 24th at the Genesee County Fair Grounds in Batavia. Pierce presented a video which showed the event from the Finger Lakes last year where over 800 kids attended to see and experience hands on how to operate heavy equipment, pour concrete or laser cut on steel. It is expected that 1200 students will participate and the costs are being covered by sponsorships and donations from local businesses, and Economic Development Agencies and partners. To date there is a need for \$8,400 more dollars to cover the expected cost of the function. Pierce asked the Board to consider a contribution of up to a \$1,000 to put toward the program. After discussion the Board agreed to sponsor the Program with a \$1,000 donation and asked that Pierce continue to reach out to other counties and parties involved to ensure those that will benefit contribute as well. Leblond stated that this is being looked at as a regional opportunity and they have reached out to District Representatives as well.

B. Edge Factor

Pierce then presented a video explaining a program called “Edge Factor”. This is a tool to be used by the schools, businesses, parents and students making a decision on a career path. Edge Factor helps to line up the employers with the potential employees and direct them to the training they need.

7. Other Business

J. Brick informed Pierce that he has received inquiries for a rest area/ convenience store/ gas station on 20A in Perry Center. With all the traffic flow through that area there is a need.

There being no other business the meeting was adjourned at 10:33 a.m. on a motion made by J. Brick. The Motion was seconded by J. Satchell and unanimously approved.

8. Next Meeting – The next meeting – TBD

Minutes prepared by R. Marschilok