

## WYOMING COUNTY BAC ANNUAL BOARD MEETING MINUTES

The WCBAC Board of Directors met on September 08, 2022 at 1:00 p.m. (immediately following the Governance and Finance/Audit Committees) at the Letchworth Valley Campground 7037 Albro Road, Pike, New York 14024

Chairman Dadd called the meeting to order at 1:49 p.m.

### **1. Roll call:**

In attendance were: Mark Dadd, Chairman; A. D. Berwanger, Vice-Chairman; Thomas McCormick, Secretary; Rebecca Ryan, Treasurer; E. Joseph Gozelski, Director; Niccole Hastings, Director; James Pierce, Executive Director; Robin Marschilok, Director of Operations; Jennifer Tyczka, Program Manager; Scott Gardner Economic Development Specialist and Kevin Zanner, Agency Counsel.

Absent: James Rutowski, Director

### **2. Administrative**

A. Minutes of the August 11, 2022 Board meeting were reviewed. A motion was made to accept the minutes by T. McCormick and seconded by N. Hastings. The motion was unanimously carried.

B. The financial report from August 2022 was reviewed. The financial report was accepted on a motion made by N. Hastings, seconded by R. Ryan. The motion was unanimously carried.

### **3. Act of Governance Committee Recommendations**

#### **A. Approve Governance Committee Member Appointments**

Chairman Dadd asked for a motion to approve the Governance Committee's recommendation to appoint all members of the WCBAC Board to the Governance Committee. N. Hastings made a motion to accept the Governance Committee recommendations. The motion was seconded by T. McCormick and unanimously carried.

#### **B. Approve Finance and Audit Committee Member Appointments**

Chairman Dadd asked for a motion to approve the Governance Committee's recommendation to appoint all members of the WCBAC Board to the Finance and Audit Committee. N. Hastings made a motion to accept the Governance Committee recommendations. The motion was seconded by T. McCormick and unanimously carried.

#### **C. Approve Recommended Appointments of Board Officers**

Chairman Dadd asked for a motion to approve the Governance Committee's recommendation of appointment of WCBAC Board Officers. N. Hastings made a motion to accept the Governance Committee recommendations for slate of officers

as: Mark Dadd, Chairman; A. D. Berwanger, Vice-Chair; T. McCormick, Secretary; and Rebecca Ryan, Treasurer. The motion was seconded by T. McCormick and unanimously carried.

D. Approve, Adopt and re-adopt Policies and Charter

The Chairman then asked the Board for a motion to accept the Governance Committee's recommendation to approve, adopt and re-adopt policies and charter. N. Hastings moved to re-adopt the Procurement Policy, Disposition of Real Property Guidelines, The Real Property Acquisition Policy and the Policy for Receipts of Accounting, Internal Controls and Auditing Complaints; the Conflict-of-Interest Policy and the Governance Committee Charter as recommended by the Governance Committee. The motion was seconded by T. McCormick and unanimously carried.

**4. Act on Finance/Audit Committee Recommendations**

A. Approve/ Re-adopt Policies as Recommended

Chairman Dadd asked for a motion to accept the Finance and Audit Committee's recommendation to adopt and readopt policies and charter. R. Ryan made a motion to accept the Finance and Audit Committee's recommendations to Re-adopt the Investment Policy and to adopt the Finance and Audit Committee Charter. D. Berwanger seconded the motion and it was unanimously carried.

B. Approve/Adopt Preliminary Budget for 2023

The Chairman asked for a motion to adopt the budget as recommended by the Finance and Audit Committee. R. Ryan made a motion to adopt the budget for 2023 as recommended by the Finance and Audit Committee. The motion was seconded by D. Berwanger and unanimously carried.

**5. Review 2022 Annual Report**

Pierce presented the 2022 Annual Report during the WCIDA Annual Board Meeting, highlighting the projects assisted by the WCBAC and the loans approved through the WCBAC. The Board approved the Annual Report as presented on a motion made by N. Hastings. The motion was seconded by R. Ryan and unanimously carried.

**6. Discussion Items**

**7. Other Business**

**8. Next Meeting**

The next regularly scheduled meeting will be October 13, 2022 at 2:30 p.m. at the Wyoming County Agriculture and Business Center, Warsaw, N.Y.

**9. Adjournment**

There being no further business to discuss the meeting was adjourned at 1:53 p.m. on a motion made by T. McCormick, seconded by N. Hastings and unanimously approved.