

**GOVERNANCE COMMITTEE MEETING**  
**of the**  
**WYOMING COUNTY BUSINESS CENTER BOARD**

Thursday, March 07, 2025 @ 10:00 a.m. at the Wyoming County Agriculture and Business  
Center 36 Center Street Warsaw, New York

**MINUTES**

Chairman Gullo called the meeting to order at 10:03 a.m.

**1. Roll call**

In attendance were: Present were: James Pierce, President/CEO; Sam Gullo, Chairman; Dan Leuer, Vice-Chair; Brianna Stone, Secretary; Jim Brick, Treasurer; Rick Fish Jr., Director; Robin Marschlok, Jennifer Tyczka and Scott Gardner, Wyoming County IDA; and Kevin Zanner, Agency Counsel.

Guest: Joseph Kehm, EFPR Group P.C.

**2. Administrative**

**A. Review and Approve Finance and Audit Committee Minutes from March 06, 2024**

After review the Board moved to approve the Minutes from the March 06, 2024 Committee Meeting on a motion made by B. Stone. The motion was seconded by J. Brick and unanimously carried.

**3. Recommendations to the Board**

**A. Appointment of Governance Committee Members**

The Governance Committee agreed to recommend to the WCBC Full Board the appointment of all members of the WCBC Board to the Governance Committee on a motion made by R. Fish. The motion was seconded by D. Leuer and unanimously carried.

**B. Appointment of Finance and Audit Committee Members**

The Governance Committee agreed to recommend to the WCBC Full Board the appointment of all members of the WCBC Board to the Finance and Audit Committee on a motion made by R. Fish. The motion was seconded by D. Leuer and unanimously carried.

**C. Appointment of Officers to the WCBAC Board – recommend slate of Officers for the Board**

The Committee agreed to recommend to the WCBC Full Board the appointment of the following slate of officers to the WCBC Board: Sam Gullo, Chairman; Dan Leuer, Vice-Chair; Brianna Stone, Secretary; and J. Brick, Treasurer on a motion made by R. Fish. The motion was seconded by D. Leuer and unanimously carried.

**D. Review, Adopt and Re-adopt Governance Policies and Charter**

1. Procurement Policy

The Committee moved to recommend to the Full Board the re-adoption of the Procurement Policy on a motion made by B. Stone, seconded by J. Brick and unanimously carried.

2. Acquisition of Real Property Policy

The Committee moved to recommend to the Full Board the re-adoption of the Acquisition of Real Property Policy on a motion made by B. Stone, seconded by J. Brick and unanimously carried.

3. Disposition of Real Property Guidelines

The Committee moved to recommend to the Full Board the re-adoption of the Disposition of Real Property Guidelines on a motion made by B. Stone, seconded by J. Brick and unanimously carried.

4. Conflict-of-Interest Policy

The Committee moved to recommend to the Full Board the re-adoption of the Conflict-of-Interest Policy on a motion made by B. Stone, seconded by J. Brick and unanimously carried.

**4. Adjourn Governance Committee Meeting**

Having no further items to discuss the Committee adjourned at 10:13 a.m. on a motion made by R. Fish, seconded by D. Leuer and unanimously carried.

The Meeting was recorded on YouTube and may be viewed at this link:

<https://www.youtube.com/watch?v=7a28g-YecXo>

Minutes prepared by Robin Marschilok