

WYOMING COUNTY BUSINESS CENTER ANNUAL BOARD MEETING MINUTES

The WCBC Board of Directors met on April 13, 2026 at 3:00 p.m. (immediately following the Governance and Finance/Audit Committees) at the Agriculture and Business Center 36 Center Street Warsaw, New York.

Chairman Gullo called the meeting to order at 3:29 p.m.

Roll call

In attendance were: Scott Gardner, President/CEO; Sam Gullo, Chairman; Dan Leuer, Vice-Chair; Brianna Stone, Secretary; Jim Brick, Treasurer; Robin Marschilok, WCIDA; Jennifer Tyczka, WCIDA; and Kevin Zanner, Agency Counsel.

Absent: Rick Fish Jr., Director

1. Administrative

A. Review and Approve Minutes from August 7, 2025

After review, the Board moved to approve the Minutes from the August 7, 2025 Board Meeting on a motion made by B. Stone. The motion was seconded by D. Leuer and unanimously carried.

B. Review/approve financial reports for August-December 2025 and January-March 2026

The financial reports from August-December 2025 and January-March 2026 were reviewed. The financial reports were accepted on a motion made by B. Stone, seconded by D. Leuer. The motion was unanimously carried.

C. Review/Approve WCBC Mission Statement and Performance Measurements

Gardner asked the Board to review the Mission Statement and Performance Measurement Report included in the packet, adding that yearly review and approval is required for the PARIS report to the State. The Mission Statement and Performance Measurement Report for 2025 was approved on a motion made by B. Stone. The motion was seconded by D. Leuer and unanimously carried.

D. Approve/Re-affirm Scott Gardner as President and signatory for all financial and legal instruments for the Wyoming County Business Center, Inc. The motion to approve was made by J. Brick, seconded by B. Stone, and unanimously carried.

E. Board members received Annual Compliance documents for review and completion.

2. Act of Governance Committee Recommendations

A. Approve Recommended Appointments of Board Officers

Chairman Gullo asked for a motion to approve the Governance Committee's recommendation of appointment of WCBC Board Officers. B. Stone made a motion to accept the Governance Committee recommendations for the slate of officers as: Sam Gullo, Chairman; Dan Leuer, Vice-Chair; Brianna Stone, Secretary; Jim Brick, Treasurer; Rick Fish Jr., Director. The motion was seconded by J. Brick and unanimously carried.

B. Approve Governance Committee Member Appointments

Chairman Gullo asked for a motion to approve the Governance Committee's recommendation to appoint all members of the WCBC Board to the Governance Committee. B. Stone made a motion to accept the Governance Committee recommendations. The motion was seconded by J. Brick and unanimously carried.

C. Approve Finance and Audit Committee Member Appointments

Chairman Gullo asked for a motion to approve the Governance Committee's recommendation to appoint all members of the WCBC Board to the Finance and Audit Committee. B. Stone made a motion to accept the Governance Committee recommendations. The motion was seconded by J. Brick and unanimously carried.

D. Approve, Adopt, and re-adopt Policies

The Chairman then asked the Board for a motion to accept the Governance Committee's recommendation to approve, adopt and re-adopt certain policies. B. Stone moved to re-adopt the Procurement Policy; Disposition of Real Property Guidelines and Acquisition of Real Property Policy; and the Conflict-of-Interest Policy, as recommended by the Governance Committee. The motion was seconded by J. Brick and unanimously carried.

3. Act on Finance/Audit Committee Recommendations

A. Approve the 2025 Audit Report

On a recommendation made by the Finance and Audit Committee, the Board approved the completed Financial Audit as presented by Auditor Chris Johnston from EFPR Group, on a motion made by D. Leuer. The motion was seconded by J. Brick and unanimously carried.

B. Approve annual MOU with the IDA for administration of the WCBC for \$30,000

On a recommendation made by the Finance and Audit Committee, the Board authorized Gardner to sign the contract with the WCIDA on a motion made by D. Leuer. The motion was seconded J. Brick by and unanimously carried.

C. Approve annual \$5,000 for Invest Buffalo Niagara

On a recommendation made by the Finance and Audit Committee, the Board moved to approve the annual investment of \$5,000 to Invest Buffalo Niagara on a motion made by D. Leuer. The motion was seconded by J. Brick and it was unanimously carried.

D. Approve/ Re-adopt Investment Policy as Recommended

Chairman Gullo asked for a motion to accept the Finance and Audit Committee’s recommendation to adopt and readopt the Investment Policy. D. Leuer made a motion to accept the Finance and Audit Committee’s recommendation to Re-adopt the Policy. J. Brick seconded the motion and it was unanimously carried.

E. Approve WCBC Investment Report

On a recommendation made by the Finance and Audit committee the Board approved the Investment Report for 2025 on a motion made by D. Leuer. The motion was seconded by J. Brick and unanimously carried

4. Review 2025 Annual Report

Gardner presented the 2025 Annual Report to the WCBC Board, highlighting several notable accomplishments and activities of the WCBC throughout the 2025 program year. The Board accepted and approved the Annual Report on a motion made by D, Leuer. The motion was seconded by B. Stone and unanimously carried.

5. Program Updates

A. Micro Loan Program

Gardner reviewed the Micro Loan portfolio included in the packet and pointed out 2 new Micro-loans, and 2 that have been paid in full. There were 3 Rapid Start loans started in 2025 and 5 paid in full. He informed the Board that demand letters have been sent to 2 borrowers with delinquent accounts, and that the letters were returned undeliverable. We are pursuing other means of locating correct addresses of the borrowers.

B. Fast Track Program

Jennifer Tyczka reported that we have received sponsorship funds from Complete Payroll, R.D. Strassel, and Five Star Bank, and are anticipating sponsorship from Tompkins Community Bank. We are very appreciative of all of our sponsors. The new facilitators are following the same syllabus with a renewed presentation of deliverables. We are currently in the Spring class that began on March 17th and runs to May 19th. The class is in its 5th week. Fall Class registration is open with 2 already registered and a Warsaw High School student has reached out about the scholarship.

C. Business Accelerator Academy

Jennifer also reported the we applied for a KeyBank Foundation Community Sponsorship. The Fall offering for the academy is scheduled for September 2nd through 23rd with Jeff and Mike Fitch still leading that program.

D. Business Mentorship Program

We have applied for a \$5,000 grant from the Wyoming Foundation. The award notifications will be out in early June. There are 5 businesses currently active in the program with mentors. There have been 52 participants to date.

6. Other Business

Gardner reported to the Board that the Business Education Council has filled the vacant

Director position with Nick D'Amuro, a current BOCES employee who has many new and creative ideas for the program's future.

Update on Hotel Project - Work continues with the developer of the proposed hotel project for Arcade. The IDA agreed on terms with the developer, and received a Land Disposition Agreement to transfer the site, Steele Avenue B, to the developer as part of the incentive package. The developer, Indus Hospitality has indicated they plan to fast track the Arcade Hotel Project with an anticipated ground breaking by late summer. Jim Pierce will plan to work with the Arcade Planning Board to expedite the approvals as necessary. This is a \$10 million investment, and will be a four-story hotel with 70+ guest rooms.

8. Next Meeting TBD

9. Adjournment

There being no further business to discuss the meeting was adjourned at 4:17 p.m. on a motion made by J. Brick seconded by B. Stone and unanimously carried.

The Meeting was recorded and may be viewed at the following link:

<https://www.youtube.com/watch?v=PjFwH7Eut5Q>

Minutes prepared by R. Marschilok