Wyoming County
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GOVERNANCE COMMITTEE MEETING
of the
WYOMING COUNTY BAC BOARD

Thursday, September 11, 2025 @ 11:00 a.m. at Farmcraft Brewery, 567 Rt. 20A, Strykersville, NY

AGENDA

1. **Roll call** to establish quorum.

2. **Review and Approve Minutes**
   Review for approval the minutes from the September 12, 2024 Governance Committee Meeting.

3. **Recommendations to the Board**
   A. Appointment of Governance Committee Members
   B. Appointment of Finance and Audit Committee Members
   C. Appointment of Officers to the WCBAC Board – recommend slate of Officers for the Board
   D. Review, Adopt and Re-adopt Governance Policies and Charter
      1. Procurement Policy
      2. Acquisition of Real Property Policy
      3. Disposition of Real Property Guidelines
      4. Policy for Receipts of Accounting, Internal Controls and Auditing Complaints
      5. Conflict of Interest Policy
      6. Governance Committee Charter

4. **Adjourn Governance Committee Meeting**

GOVERNANCE COMMITTEE MEETING of the
WYOMING COUNTY BAC BOARD

Thursday September 12, 2024 @ 12:00 p.m. at Sunrise Courts 2875 Merchant Rd Warsaw, New York 14569.

MINUTES

Chairman Dadd called the meeting to order at 1:56 p.m.

1. **Roll call**

   In attendance were: Mark Dadd, Chairman; A. D. Berwanger, Vice-Chairman; R. Ryan, Treasurer; Thomas McCormick, Secretary; E. Joseph Gozelski, Director; James Rutowski, 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: Niccole Hastings, Director

2. **Review and Approve Minutes**

   The Committee reviewed and approved the minutes from the September 21, 2023 Governance Committee Meeting on a motion made by J. Gozelski. The motion was seconded by J. Rutowski and unanimously carried.

3. **Recommendations to the Board**

   A. **Appointment of Governance Committee Members**
   The Governance Committee agreed to recommend to the WCBAC full Board the appointment of all members of the WCBAC Board to the Governance Committee on a motion made by J. Rutowski. The motion was seconded by D. Berwanger and unanimously carried.

   B. **Appointment of Finance and Audit Committee Members**
   The Governance Committee agreed to recommend to the WCBAC full Board the appointment of all members of the WCBAC Board to the Finance and Audit Committee on a motion made by J. Rutowski. The motion was seconded by D. Berwanger 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 WCBAC full Board the appointment of the following slate of officers to the WCBAC Board: Mark Dadd, Chairman; A. D. Berwanger, Vice-Chair; Thomas McCormick, Secretary; and Rebecca Ryan, Treasurer on a motion made by J. Gozelski The motion was seconded by J. Rutowski 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 D. Berwanger, seconded by R. Ryan 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 D. Berwanger, seconded by R. Ryan 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 D. Berwanger, seconded by R. Ryan and unanimously carried.

4. **Policy for Receipts of Accounting, Internal Controls and Auditing Complaints**
   The Committee moved to recommend to the full Board the re-adoption of the Policy for Receipts of Accounting, Internal Controls and Auditing Complaints on a motion made by D. Berwanger, seconded by R. Ryan and unanimously carried.

5. **Conflict-of-Interest Policy- Re-adopt Policy**
   The Committee moved to recommend to the full Board the re-adoption of the Conflict-of-Interest Policy on a motion made by D. Berwanger, seconded by R. Ryan and unanimously carried.

6. **Governance Committee Charter- Re-adopt Charter**
   The Committee moved to recommend to the full Board the re-adoption of the Governance Committee Charter on a motion made by D. Berwanger, seconded by R. Ryan and unanimously carried.

4. **Adjourn Governance Committee Meeting**

Having no further items to discuss the Committee adjourned at 1:59 p.m. on a motion made by R. Ryan seconded by J. Rutowski and unanimously carried.

Minutes prepared by Robin Marschilok
https://www.youtube.com/watch?v=7zIl-eo7Smg