

A meeting of the Board of Directors of the Cayuga Economic Development Agency Inc., (“CEDA”) was scheduled at Two State Street, Auburn, NY at 8:00 am, Thursday June 22, 2017, noting a quorum was present.

The following Board Members were in attendance:

Present	Absent/Excused	Proxy Voting	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Miles, Vice-Chair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sue Edinger, Chair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tom Lewis, Treasurer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kelley Gridley, Secretary
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steve Zabriskie
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cynthia Aikman
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keith Batman
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jim Dacey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ray Lockwood
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	John Currier
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kelly O’Hara
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Michael Quill
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacant Seat (BOCES Superintendent)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ryan Pine
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Higgins

Other Attendees:

- Tracy Verrier, CEDA
- Rhonda Sheffield, CSS

1. Quorum Call:

Ms. Edinger, Chair called the meeting to order at 8:00 a.m. noting that there was a quorum present.

2. Consent Items:

Mr. Lockwood made a motion to approve the consent agenda items as distributed. Mr. Currier seconded, all present voted in favor motion carried.

3. 2016 Annual AUDIT

A copy of the final audit had been distributed after the last meeting and suggested corrections/changes were made. Ms. Verrier reported that she had spoken with Ms. Leeson at Cuddy and Ward regarding concerns around the firm’s performance this year. Ms. Leeson apologized and assured Ms. Verrier that service would be improved going forward.

4. Audit RFP

Ms. Verrier reported that a new RFP had been drafted and distributed for Board review. We would like to mail the RFP in July with a decision being made in August. Ms. Higgins recommended adding that the experience of the audit team will be considered as a selection criteria.

5. Activities Update:

Ms. Verrier reported that the Downtown Revitalization Initiative (DRI) and NYS Consolidated Funding Application (CFA) are in process. The DRI application was submitted by the City of Auburn on June 14 and the CNY REDC scoring committee would meeting later in the day. Ms. Verrier reviewed a number of the projects included in the DRI application, and stated that she is unsure when awards would be announced.

Additional activities covered by Ms. Verrier were those of Ms. Riester who is currently working with a few startup and attraction projects on CFAs. Mr. Sherman was currently in DC at a NAM Conference meeting with government officials and leaders of the manufacturing industry. He is starting to work on putting together industry peer groups, starting with manufacturing this summer and then possibly a beer & wine producers in the fall. Ms. Roblee continues to work on the website as well as on strategies for advertising outside of Cayuga County. It appears that the CEDA site is popular in both Ontario, Canada and Madison, Wisconsin. Ms. Aikman suggested possibly a marketing campaign to potential business owners who come here as tourists. Mr. Lewis suggested that we have someone from the tourism office come in and do a presentation to the Board. Ms. Edinger stated that the Chamber used to provide training on customer service to tourists. It was noted that Meg Vanek at the tourism office had reported that a similar training would be offered again, but the timeline for roll out was not clear. Mr. Batman thinks that this is something the Tourism Board monitors with their surveys, and something that falls in their realm of responsibility. Mr. Zabriskie asked if the County had ever done a mapping of population and issues. Ms. Edinger suggested for the sake of time that a little research be done and this discussion as well as further discussion on the customer service training be tabled until the next meeting.

5. Joint Meeting:

The joint meeting is tentatively scheduled for August 24th, but staff would like to confirm availability of board members as we'd like good attendance. Mr. Sean McLeod offered to provide a Diversity training to the Boards. It was also suggested that Michael Chamberlain be brought in to do Board Development training. An email will be sent out asking members of both Boards whether we would get a better turnout if we held the joint meeting in August or September.

6. Bylaw Amendments:

Ms. Verrier reported that all changes and updates had been completed. With no further discussion, Ms. Aikman motioned to approve the Bylaws as provided. Mr. Lockwood seconded, all present voted in favor motion carried.

7. IBA Update:

Ms. Verrier reported on the updated ESD Incentive Proposal and cover letter. Mr. Lockwood motioned to approve the proposal as written. Mr. Dacey seconded, all present voted in favor motion carried.

8. Public Authority Designation:

Ms. Verrier reported that CEDA had received a letter from the NYS Authorities Budget Office stating that CEDA had been designated as a Public Authority and would need to comply with Public Authorities Law. Ms. Edinger stated that when CEDA was created it was done so in a way to avoid this from occurring. Ms. Verrier discussed the letter with Justin Miller at Harris Beach to find out more about the implications and options. She relayed the options and the board discussed. Concerns were raised about CEDA's relationship with the County, as well as the impact compliance could have on CEDA's ability to provide the level of confidentiality client businesses would require. Ms. Edinger suggested that discussion be tabled until the next meeting after additional discussions can occur with stakeholders. Ms. Verrier will ask for an extension on CEDA's decision. Mr. Batman will speak with the County's attorney as well.

9. Committee Reports:

The Nominating Committee is scheduled to meet July 10th. The IBA committee is scheduled to meet July 6th.

10. CSS Update:

Mr. Pine reported that Mr. Forcey has stepped down as Vice Chair of the Chamber due to his added commitments for The Citizen. He will however remain on the Chamber Board. Mr. Minicucci has agreed to step up as Vice Chair.

Meeting was adjourned at 9:05am.

The next CEDA meeting will take place on Thursday, July 27th at 8:00 am.