

**Jefferson County Industrial Development Agency
Governance Committee Meeting Minutes
September 12, 2019**

The JCIDA governance committee meeting was held on Thursday, September 12, 2019 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: W. Edward Walldroff, Paul Warneck, William Johnson

Excused: None

Absent: None

Also Present: Donald Alexander, David Zembiec, Peggy Sampson, Lyle Eaton

- I. **Call to Order:** Mr. Walldroff called the meeting to order at 8:06 a.m.
- II. **Review Current Bylaws:** Committee members reviewed the current bylaws. There were no updates/changes.

Mr. Warneck asked if the special meeting section of the bylaws should align with the open meetings law for special meetings. He said a sentence could be added to the paragraph that states that a special meeting will be held in accordance with the open meeting law. Committee members agreed with the proposed language, subject to counsel review and approval.

- III. **Review Current Mission Statement/Performance Measurements:** There were no updates/changes made to the documents.
- IV. **Review Current Policies and Procedures:** There were no updates/changes to the current policies and procedures.

After review and discussion, a motion was made by Mr. Warneck to recommend approval of all the policies and procedures to the full board of directors, while seeking advice from counsel on proposed bylaw change, seconded by Mr. Johnson. All in favor. Carried.

- V. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Warneck, seconded by Mr. Johnson. The meeting adjourned at 8:23 a.m.