

**Jefferson County Civic Facility Development Corporation
Governance Committee Meeting Minutes
September 13, 2018**

The JCCFDC held a governance committee meeting on Thursday, September 13, 2018 in the board room, 800 Starbuck Avenue, Watertown, NY.

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

Excused: None

Absent: None

Also Present: Donald Alexander, David Zembiec, Peggy Sampson, Joseph Russell, Esq., John Jennings, David Converse, and Marcus Wolf from the Watertown Daily Times

- I. **Call to Order:** The meeting was called to order at 8:45 a.m.
- II. **Review Current Bylaws –** There were no updates/changes to the current bylaws.
- III. **Review Current Mission Statement/Performance Measurements –** Ms. Sampson said that the proposed mission statement included new policies that were added throughout the year. They are: Extension of Credit to Board Members and Officers, Real Property Acquisition Guidelines, and Records Retention and Disposition Schedule MI-1. There were no other changes made.
- 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 of the policies and procedures to the full board of directors, seconded by Mr. Johnson. All in favor. Carried.
- V. **Other:** None.
- VI. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Walldroff, seconded by Mr. Johnson. The meeting adjourned at 8:47 a.m.