

Jefferson County Civic Facility Development Corporation

800 Starbuck Avenue, Suite 800

Watertown, New York 13601

Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915

Notice of Board Meeting

Date: December 20, 2018

To: Chairman David Converse
John Jennings
Robert Aliasso
W. Edward Walldroff
Paul Warneck
William Johnson
Lisa L'Huillier

From: Donald C. Alexander

Re: Notice of Board of Directors Meeting

The Jefferson County Civic Facility Development Corporation will hold their board meeting on **Thursday, January 3, 2019 at 9:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

Please confirm your attendance with Peggy Sampson pssampson@jcida.com at your earliest convenience.

pss

c: David Zembiec
Lyle V. Eaton
Joseph Russell, Esq.
Media

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BOARD MEETING AGENDA

Thursday, January 3, 2019

9 a.m.

- I. Call to Order**
- II. Minutes of the Meeting of October 4, 2018**
- III. Treasurer's Report –**
 - October 31, 2018**
 - November 30, 2018**
 - December 31, 2018**
- IV. Committee Reports**
 - a. Governance Committee**
 - i. Summary Results of Confidential Evaluation of Board Performance**
- V. Unfinished Business**
- VI. New Business**
- VII. Adjournment**

**Jefferson County Civic Facility Development Corporation
Board Meeting Minutes
October 4, 2018**

DRAFT

The Jefferson County Civic Facility Development Corporation held their annual board meeting on Thursday, October 4, 2018 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: David Converse, Chair, John Jennings, Robert E. Aliasso, Jr., William Johnson, W. Edward Walldroff, Paul Warneck

Also Present: Don Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Joseph Russell, Esq., Connie Cahill, Esq., Erin Bischoff from 7 News, and Marcus Wolf from the Watertown Daily Times

Excused: Lisa L'Huillier

Absent: None

- I. Call to Order:** Mr. Converse called the meeting to order at 10:31 a.m.
- II. Minutes:** Minutes of the regular meeting held July 12, 2018 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Mr. Jennings. All in favor. Carried.
- III. Treasurer's Report:** Mr. Aliasso reviewed the financials for the income statement and balance sheet for the periods ending July 31, 2018, August 31, 2018 and September 30, 2018. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Jennings. All in favor. Carried.
- IV. Committee Reports:**
 - a. Governance Committee**
 - i. Resolution Number 10.04.2018.01 for Annual Internal Policy and Procedure Review** – After review and discussion, a motion was made by Mr. Walldroff to approve the attached resolution, seconded by Mr. Aliasso. All in favor. Carried.
 - b. Nominating Committee**
 - i. Resolution Number 10.04.2018.02 for Election of Officers for 2018-2019 FY -** After review and discussion, a motion was made by Mr. Warneck to approve the attached resolution, seconded by Mr. Aliasso. All in favor. Carried.
- V. Unfinished Business:** None.
- VI. New Business:** None.
- VII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Mr. Jennings. All in favor. The meeting adjourned at 10:33 a.m.

JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.
Resolution Number 10.04.2018.01
For Annual Internal Policy and Procedure Review

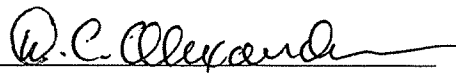
WHEREAS, on September 13, 2018 the JCCFDC Governance Committee met to review the current policies and procedures. After review and discussion, they recommended the following internal policies for the Board's consideration:

- Bylaws
- Proposed Mission Statement & Performance Measurements
- Acknowledgment of Fiduciary Duties & Responsibilities
- Audit and Finance Committee Charter
- CEO and CFO Annual Report Certification
- Certification of No Conflict of Interest & Jeff Co Financial Disclosure Form
- Code of Ethics
- Compensation, Reimbursement and Attendance Policy
- Defense and Indemnification Policy
- Discretionary Funds Policy
- Disposition of Real Property Guidelines
- Equal Employment Opportunity Policy
- Extension of Credit to Board Members and Officers
- Governance Committee Charter
- Independent Director Certification
- Investment Policy with Internal Controls
- Post Issuance Compliance Procedures
- Procurement Policy
- Real Property Acquisition Guidelines
- Records Retention and Disposition Schedule MI-1
- Travel Policy
- Whistleblower Policy

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Civic Facility Development Corporation that it herein approves the above internal policies and procedures as set forth in this Resolution, and be it further,

RESOLVED, that the Chairman, Vice Chairman, Secretary, and/or Chief Executive Officer are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.



Donald C. Alexander
CEO

JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.
Resolution Number 10.04.2018.02
For Election of Officers

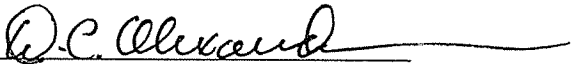
WHEREAS, the Nominating Committee met on September 13, 2018 and recommended the current slate of officers for the 2018-2019 fiscal year:

Chairman	David J. Converse
Vice Chairman	John Jennings
Treasurer	Robert E. Aliasso, Jr.
Secretary	W. Edward Walldroff, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Civic Facility Development Corporation that it herein approves the slate of officers as set forth in this Resolution, and be it further,

RESOLVED, that the Chairman, Vice Chairman, Secretary, and/or Chief Executive Officer are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.



Donald C. Alexander
CEO