

**Jefferson County Civic Facility Development Corporation
Governance Committee Meeting Minutes
September 12, 2019**

The JCCFDC held a governance committee meeting on Thursday, September 12, 2019 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, Lyle Eaton

- I. **Call to Order:** Mr. Walldroff called the meeting to order at 8:23 a.m.
- II. **Review Current Bylaws –** There were no updates/changes to the current bylaws.
- III. **Review Current Mission Statement/Performance Measurements –** There were no updates/changes made to these 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 of the policies and procedures to the full board of directors, 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 8:24 a.m.