

**Jefferson County Civic Facility Development Corporation
Board Meeting Minutes
July 12, 2018**

The Jefferson County Civic Facility Development Corporation held a board meeting on Thursday, July 12, 2018 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

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

Excused: None

Absent: None

- I. **Call to Order:** Mr. Converse called the meeting to order at 10:27 a.m.
- II. **Minutes:** Minutes of the regular meeting held June 7, 2018 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Mr. Johnson. All in favor. Carried.
- III. **Treasurer’s Report:** Mr. Aliasso reviewed the financials for the income statement and balance sheet for the period ending June 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:** None.
- V. **Unfinished Business:** None.
- VI. **New Business:**
 1. **Resolution Number 07.12.2018.01 to adopt Records Retention and Disposition Schedule MI-1** – After review and a brief discussion, a motion was made by Mr. Warneck to adopt the attached resolution as presented, seconded by Ms. L’Huillier. All in favor. Carried.
 2. **Resolution Number 07.12.2018.02 to appoint Records Management Officer** – After review and a brief discussion, a motion was made by Mr. Walldroff to approve the attached resolution as presented, seconded by Mr. Aliasso. All in favor. Carried.
- VII. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Aliasso. All in favor. The meeting adjourned at 10:29 a.m.

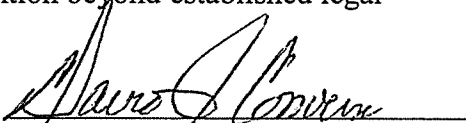
JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION
Resolution Number 07.12.2018.01

**RESOLUTION TO ADOPT RECORDS RETENTION AND DISPOSITION SCHEDULE
MI-1**

RESOLVED, By the Board of Directors of the Jefferson County Civic Facility Development Corporation that Records Retention and Disposition Schedule MI-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

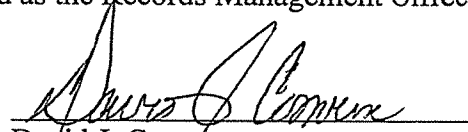
- a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.


David J. Converse
Chairman

JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION
Resolution Number 07.12.2018.02

RESOLUTION TO APPOINT RECORDS MANAGEMENT OFFICER

RESOLVED, By the Board of Directors of the Jefferson County Civic Facility Development Corporation that Peggy Sampson is appointed as the Records Management Officer.

A handwritten signature in black ink, appearing to read "David J. Converse", is written over a horizontal line.

David J. Converse
Chairman