

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

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

Present: Greg Gardner, Paul Warneck, William Johnson

Excused: None

Absent: W. Edward Walldroff

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 8:23 a.m.
- II. **Review Current Bylaws:** There were no updates/changes to the bylaws.
- III. **Proposed 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, Fixed Asset Policy, 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 changes to the current policies and procedures.

After review and discussion, a motion was made by Mr. Gardner 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:

Ad Hoc Committees – Mr. Converse said that he received an e-mail from Mr. Gardner last night regarding the creation of ad hoc committees for the continuation of the strategic planning. Mr. Converse said that he agrees with the list and will send it around to all board members and respective staff.

- VI. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Gardner, seconded by Mr. Johnson. The meeting adjourned at 8:27 a.m.