

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 23, 2021

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

From: Chairman Robert Aliasso

Re: Notice of Board of Directors Meeting

The Jefferson County Civic Facility Development Corporation will hold their board meeting on **Thursday, January 6, 2022 at 9:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

The live stream link will be available at www.jcida.com.

Zoom:

<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRpdGJBZDJrL2JQYVVVjKytDdz09>

If the link doesn't work, click on Join Meeting and enter the information below:

Meeting ID: 843 5525 0468

Passcode: 011440

1-929-205-6099 US (New York)

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

pss

c: David Zembiec
Marshall Weir
Lyle V. Eaton
Kent Burto
Christine Powers
Greg Gardner
Rob Aiken
Justin Miller, Esq.
Media

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BOARD MEETING AGENDA
Thursday, January 6, 2022 - 9 a.m.

- I. Call to Order**
- II. Minutes – December 2, 2021**
- III. Treasurer’s Report – December 31, 2021**
- IV. Committee Reports**
- V. Unfinished Business**
- VI. New Business**
 - 1. Proposed Budget 1/1/22 – 12/31/22**
- VII. Adjournment**

**Jefferson County Civic Facility Development Corporation
Annual Board Meeting Minutes
December 2, 2021**

DRAFT

The Jefferson County Civic Facility Development Corporation held their annual board meeting on Thursday, December 2, 2021 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: John Jennings

Absent: None

Also Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Justin Miller, Esq. (Zoom)

- I. **Call to Order:** Chairman Aliasso called the meeting to order at 11:10 a.m.
- II. **Minutes:** Minutes of the regular meeting held November 4, 2021 were presented. A motion to approve the minutes as presented was made by Ms. L’Huillier, seconded by Mr. Walldroff. All in favor. Carried.
- III. **Resolution No. 12.02.2021.02 to change from a fiscal year to a calendar year** – Chairman Aliasso read the resolution aloud. He said the Corporation will change to a calendar year beginning January 1, 2022, and that the bylaws reflect the change. A motion was made by Mr. Converse to approve the resolution, seconded by Mr. Johnson. All in favor. Carried.
- IV. **Annual Meeting Resolution No. 12.02.2021.01** (including acceptance of Audit (JCIDA) and PARIS Reports, Ratification of Mission Statement and Performance Measurements, Property Disposition and Investment Policies, and Election of Officers) – Chairman Aliasso read the opening of the resolution. He mentioned sections of resolution that pertained to board officers, committee members, etc. A motion was made by Ms. L’Huillier, seconded by Mr. Walldroff. Roll call vote was taken. Mr. Converse – Yea, Mr. Jennings – Absent, Mr. Aliasso – Yea, Mr. Walldroff – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, and Ms. L’Huillier – Yea. Carried.
- V. **Treasurer’s Report:** Mr. Warneck reviewed the financials for the income statement and balance sheet for the period ending November 30, 2021. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Mr. Converse. All in favor. Carried.
- VI. **Committee Reports:** None.
- VII. **Unfinished Business:** None.
- VIII. **New Business:** None.
- IX. **Adjournment:** With no further business before the board, a motion to adjourn was made by Ms. L’Huillier, seconded by Mr. Converse. All in favor. The meeting adjourned at 11:13 a.m.

Respectfully submitted,

Peggy Sampson

JEFF CO CIVIC FACILITY DEV CORP
Income Statement
For the Three Months Ending December 31, 2021

| | Current Month | | Year to Date | |
|--------------------------------|---------------|--------|--------------|--------|
| Revenues | | | | |
| Fee Income | \$ 1,500.00 | 100.00 | \$ 61,669.59 | 100.00 |
| Interest Income | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Income | 0.00 | 0.00 | 0.00 | 0.00 |
| Finance Charge Income | 0.00 | 0.00 | 0.00 | 0.00 |
| Shipping Charges Reimbursed | 0.00 | 0.00 | 0.00 | 0.00 |
| Fee Discounts | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | | <hr/> | |
| Total Revenues | 1,500.00 | 100.00 | 61,669.59 | 100.00 |
| | <hr/> | | <hr/> | |
| Cost of Sales | | | | |
| Cost of Sales | 0.00 | 0.00 | 0.00 | 0.00 |
| Cost of Sales-Salaries and Wag | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | | <hr/> | |
| Total Cost of Sales | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | | <hr/> | |
| Gross Profit | 1,500.00 | 100.00 | 61,669.59 | 100.00 |
| | <hr/> | | <hr/> | |
| Expenses | | | | |
| Advertising Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Bad Debt Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Bank Charges | 0.00 | 0.00 | 0.00 | 0.00 |
| Depreciation Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Dues and Subscriptions Exp | 0.00 | 0.00 | 0.00 | 0.00 |
| Insurance Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Interest Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Legal and Professional Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Licenses Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Maintenance Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Meals and Entertainment Exp | 0.00 | 0.00 | 0.00 | 0.00 |
| Office Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Postage Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Rent or Lease Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Repairs Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Supplies Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Telephone Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Travel Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Wages Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Utilities Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Transfer to JCIDA | 0.00 | 0.00 | 0.00 | 0.00 |
| Purchase Disc-Expense Items | 0.00 | 0.00 | 0.00 | 0.00 |
| Gain/Loss on Sale of Assets | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | | <hr/> | |
| Total Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | | <hr/> | |
| Net Income | \$ 1,500.00 | 100.00 | \$ 61,669.59 | 100.00 |
| | <hr/> <hr/> | | <hr/> <hr/> | |

JEFF CO CIVIC FACILITY DEV CORP
Balance Sheet
December 31, 2021

ASSETS

| | | |
|------------------------------|--------------|------------------|
| Current Assets | | |
| Regular Checking Account | \$ 77,986.22 | |
| Accounts Receivable | 6,500.00 | |
| | | |
| Total Current Assets | | 84,486.22 |
| Property and Equipment | | |
| Total Property and Equipment | | 0.00 |
| Other Assets | | |
| Total Other Assets | | 0.00 |
| | | |
| Total Assets | \$ | <u>84,486.22</u> |

LIABILITIES AND CAPITAL

| | | |
|-----------------------------|--------------|------------------|
| Current Liabilities | | |
| Total Current Liabilities | | 0.00 |
| Long-Term Liabilities | | |
| Total Long-Term Liabilities | | 0.00 |
| | | |
| Total Liabilities | | 0.00 |
| Capital | | |
| Retained Earnings | \$ 22,816.63 | |
| Net Income | 61,669.59 | |
| | | |
| Total Capital | | 84,486.22 |
| | | |
| Total Liabilities & Capital | \$ | <u>84,486.22</u> |

Jefferson County Civic Facility Development Corp.

1/01/22- 12/31/22 Budget

Finance Approval

Board Approval

**Proposed
CYE 12-31-22
Total
Budget**

Revenue

| | | |
|--|-----------------|-------------|
| Application Fees- Annual Processing Fee | 6,500 | 5,000, SMC, |
| Misc Income | - | 1.500 JCC |
| Total | <u>\$ 6,500</u> | |

**Proposed
CYE 12-31-22
Total
Budget**

Expenses

| | |
|------------------------|----------|
| Office Expense | - |
| Travel | - |
| Dues & Publications | - |
| Insurance | - |
| Legal | - |
| Auditing | - |
| Consultants | - |
| Fees | - |
| Grants- Transfer JCIDA | - |
| Total Expenses | <u>-</u> |

| | |
|------------|------------------------|
| Revenue | 6,500 |
| Expenses | <u>-</u> |
| Net | <u><u>\$ 6,500</u></u> |

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Jefferson County Civic Facility Develop. Corp.
 800 Starbuck Avenue, Suite 800
 Watertown, NY 13601
 (315-782-5865)

2021-2022 Board Attendance

| Name | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|----------------------|----------|----------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Aliasso, Robert | P | P | P | | | | | | | | | |
| Converse, David | P | P | P | | | | | | | | | |
| Jennings, John | E | P | E | | | | | | | | | |
| Johnson, William | P | E | P | | | | | | | | | |
| L'Huilier, Lisa | P | P | P | | | | | | | | | |
| Walldroff, W. Edward | P | P | P | | | | | | | | | |
| Warneck, Paul | P | P | P | | | | | | | | | |
| Totals: | 6 | 6 | 6 | | | | | | | | | |
| P - Present | | | | | | | | | | | | |
| E - Excused | | | | | | | | | | | | |
| A - Absent | | | | | | | | | | | | |