

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 Annual Board Meeting

Date: December 22, 2022

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

From: Chairman Robert Aliasso

Re: Notice of Annual Board of Directors Meeting

The Jefferson County Civic Facility Development Corporation will hold their annual board meeting on **Thursday, January 5, 2023 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>
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
Jay Matteson
Joy Nuffer
Robin Stephenson
Kent Burto
Christine Powers
Greg Gardner
Rob Aiken
Justin Miller, Esq.
Media

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

ANNUAL BOARD MEETING AGENDA

Thursday, January 5, 2023 - 9 a.m.

- I. Call to Order**
- II. Minutes – October 6, 2022**
- III. Treasurer’s Report – October 31, 2022, November 30, 2022, December 31, 2022**
- IV. Committee Reports**
 - a. Audit Committee**
 - b. Governance Committee**
 - i. Resolution No. 01.05.2023.01 for Annual Internal Policy and Procedure Review**
 - ii. Summary Results of Confidential Evaluation of Board Performance**
 - c. Nominating Committee**
 - i. Resolution No. 01.05.2023.02 to Elect Officers**
- V. Unfinished Business**
- VI. New Business**
 - 1. Proposed Committee Structure for 2023**
- VII. Adjournment**

**Jefferson County Civic Facility Development Corporation
Board Meeting Minutes
October 6, 2022**

DRAFT

The Jefferson County Civic Facility Development Corporation held their board meeting on Thursday, October 6, 2022 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: John Jennings

Absent: None

Also Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Jay Matteson, Joy Nuffer, Robin Stephenson, Rob Aiken

Zoom: Justin Miller, Esq., Craig Fox (Watertown Daily Times)

I. Call to Order: Chairman Aliasso called the meeting to order at 8:52 a.m.

II. Minutes: Minutes of the regular meeting held July 7, 2022 were presented. A motion to approve the minutes as presented was made by Mr. Johnson, seconded by Mr. Warneck. All in favor. Carried.

III. Treasurer’s Report: Mr. Warneck reviewed the financials for the income statement and balance sheet for the periods ending July 31, 2022, August 31, 2022 and September 30, 2022. A motion was made by Mr. Johnson to accept the financial reports as presented, seconded by Mr. Converse. All in favor. Carried.

IV. Committee Reports:

a. Finance Committee

i. 2023 Proposed Budget – Mr. Converse said the committee met to review the proposed budget and recommended approval. He said that \$8,200 was budgeted for annual processing fees for the three active projects. A motion was made by Mr. Converse to adopt the budget as presented, seconded by Mr. Warneck. All in favor. Carried.

Multi-use event center to be located in the Town of Watertown – Mr. Warneck asked if the facility will be able to use the JCCFDC as part of their financing. Attorney Miller said that a 501c3 could use the JCCFDC, but indicated that it depends on the ownership and structure.

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. Warneck, seconded by Mr. Johnson. All in favor. The meeting adjourned at 8:55 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON CO CIVIC FACILITY DEV CORP
Income Statement
For the Ten Months Ending October 31, 2022

	Current Month		Year to Date	
Revenues				
Fee Income	\$ 0.00	0.00	\$ 5,500.00	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	0.00	0.00	5,500.00	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	0.00	0.00	5,500.00	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 Cash	0.00	0.00	79,000.00	1,436.36
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	79,000.00	1,436.36
	<hr/>		<hr/>	
Net Income	\$ 0.00	0.00	\$ (73,500.00)	(1,336.36)
	<hr/> <hr/>		<hr/> <hr/>	

JEFFERSON CO CIVIC FACILITY DEV CORP
Balance Sheet
October 31, 2022

ASSETS

Current Assets		
Regular Checking Account	\$	<u>10,986.22</u>
Total Current Assets		10,986.22
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>10,986.22</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Total Current Liabilities		0.00
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		0.00
Capital		
Retained Earnings	\$	84,486.22
Net Income		<u>(73,500.00)</u>
Total Capital		<u>10,986.22</u>
Total Liabilities & Capital	\$	<u><u>10,986.22</u></u>

JEFFERSON CO CIVIC FACILITY DEV CORP
Income Statement
For the Eleven Months Ending November 30, 2022

	Current Month		Year to Date	
Revenues				
Fee Income	\$ 0.00	0.00	\$ 5,500.00	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	0.00	0.00	5,500.00	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	0.00	0.00	5,500.00	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 Cash	0.00	0.00	79,000.00	1,436.36
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	79,000.00	1,436.36
	<hr/>		<hr/>	
Net Income	\$ 0.00	0.00	\$ (73,500.00)	(1,336.36)
	<hr/> <hr/>		<hr/> <hr/>	

JEFFERSON CO CIVIC FACILITY DEV CORP
Balance Sheet
November 30, 2022

ASSETS

Current Assets		
Regular Checking Account	\$	10,986.22
Total Current Assets		10,986.22
Property and Equipment		0.00
Total Property and Equipment		0.00
Other Assets		0.00
Total Other Assets		0.00
Total Assets	\$	10,986.22

LIABILITIES AND CAPITAL

Current Liabilities		0.00
Total Current Liabilities		0.00
Long-Term Liabilities		0.00
Total Long-Term Liabilities		0.00
Total Liabilities		0.00
Capital		
Retained Earnings	\$	84,486.22
Net Income		(73,500.00)
Total Capital		10,986.22
Total Liabilities & Capital	\$	10,986.22

JEFFERSON CO CIVIC FACILITY DEV CORP
Income Statement
For the Twelve Months Ending December 31, 2022

	Current Month		Year to Date	
Revenues				
Fee Income	\$ 1,500.00	100.00	\$ 7,000.00	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	7,000.00	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	7,000.00	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 Cash	0.00	0.00	79,000.00	1,128.57
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	79,000.00	1,128.57
	<hr/>		<hr/>	
Net Income	\$ 1,500.00	100.00	\$ (72,000.00)	(1,028.57)
	<hr/> <hr/>		<hr/> <hr/>	

JEFFERSON CO CIVIC FACILITY DEV CORP
Balance Sheet
December 31, 2022

ASSETS

Current Assets		
Regular Checking Account	\$	10,986.22
Accounts Receivable		1,500.00
		<u>12,486.22</u>
Total Current Assets		12,486.22
Property and Equipment		
		<u>0.00</u>
Total Property and Equipment		0.00
Other Assets		
		<u>0.00</u>
Total Other Assets		0.00
Total Assets	\$	<u><u>12,486.22</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
		<u>0.00</u>
Total Current Liabilities		0.00
Long-Term Liabilities		
		<u>0.00</u>
Total Long-Term Liabilities		0.00
Total Liabilities		0.00
Capital		
Retained Earnings	\$	84,486.22
Net Income		(72,000.00)
		<u>12,486.22</u>
Total Capital		12,486.22
Total Liabilities & Capital	\$	<u><u>12,486.22</u></u>

**Jefferson County Industrial Development Agency
(Jefferson County Civic Facility Development Corporation)
Audit Committee Meeting Minutes
December 16, 2022**

The Jefferson County Industrial Development Agency (Jefferson County Civic Facility Development Corporation) held an audit committee meeting on Friday, December 16, 2022 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: John Jennings, Chair, Robert Aiken, David Converse, Paul Warneck

Also Present: David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Liz Bush and Andrew Swords from Bowers & Company

I. Call to Order: The meeting was called to order at 8:13 a.m.

II. Engage Audit Firm:

Mr. Jennings indicated that the purpose of the pre-audit meeting is to engage Bowers & Company to complete the 15-month audit covering October 1, 2021 through December 31, 2022. It was noted that the JCIDA audit will include the JCCFDC.

Ms. Bush said there is a new lease standard. Mr. Eaton said that he is not aware of any leases for the JCIDA.

Ms. Bush asked if there was any concerns or litigation; no one was aware of any. Ms. Bush asked if there were any questionable/problem loans or significant commitments. Mr. Eaton said no. He said that we have turned over one account to our legal firm for collection. Ms. Bush asked if there were any bankruptcies. Mr. Eaton said he is not aware of any.

Ms. Bush said there will be a single audit this year due to the YMCA DOD grant and the ARPA grant – both of which are federal monies.

The audit has been scheduled to start January 26, 2023. This will be the fifth year for Ms. Bush as lead partner. The fee is \$14,900 plus \$1,200 for information returns (JCCFDC) plus \$4,800 for the single audit for a total of \$20,900. Mr. Eaton will provide Ms. Bush with a list of the loan balances for the loan confirmations.

A motion was made by Mr. Warneck to recommend approval of the engagement letter for the 15-month audit (10/1/21 – 12/31/22) to the full board of directors, seconded by Mr. Aiken. All in favor.

III. Adjournment: With no further business before the committee, a motion to adjourn was made by Mr. Converse, seconded by Mr. Aiken. The meeting adjourned at 8:20 a.m.

Respectfully submitted,

Peggy Sampson

**Jefferson County Civic Facility Development Corporation
Governance Committee Meeting Minutes
November 15, 2022**

The JCCFDC held a governance committee meeting in the board room at 800 Starbuck Avenue, Watertown, NY on Tuesday, November 15, 2022.

Present: W. Edward Walldroff, William Johnson, Paul Warneck

Excused: None

Absent: None

Also Present: David Zembiec, Peggy Sampson, Robin Stephenson
Zoom: Justin Miller, Esq.

- I. **Call to Order:** Mr. Walldroff called the meeting to order at 1:45 p.m.
- II. **Bylaws –** Committee members reviewed the current bylaws. There were no changes.
- III. **Proposed Mission Statement/Performance Measurements –** Mr. Zembiec said that a mission statement should be simple and concise and not contain three pages of information. He proposed using the JCIDA's mission statement: Advance the job opportunities, health, general prosperity and economic welfare of the people of the County and to improve their recreation opportunities, prosperity and standard of living. A motion was made by Mr. Warneck to recommend the proposed mission statement to the full board of directors, seconded by Mr. Johnson. All in favor.
- IV. **Review Current/Proposed Policies and Procedures –** Committee members reviewed the following policies: Disposition of Real Property Guidelines, Investment Policy with Internal Controls, and Procurement Policy. There were no changes.
- V. **Annual Confidential Board Evaluations:** Committee members reviewed the summary results of confidential evaluation of board performance. Mr. Warneck said it is a bit difficult to answer since this board rarely sits down to go through projects (only have 3 active projects). He feels it will happen if a new project comes along.

After review and discussion, a motion was made by Mr. Warneck to send the results to the full board of directors, seconded by Mr. Johnson. All in favor.
- VI. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Johnson, seconded by Mr. Warneck. The meeting adjourned at 1:49 p.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.
Resolution Number 01.05.2023.01
For Annual Internal Policy and Procedure Review

WHEREAS, on November 15, 2022 the JCCFDC Governance Committee met to review the listed policies and procedures. After review and discussion, they recommended the following internal policies for the Board's consideration:

- Bylaws
- Proposed Mission Statement & Performance Measurements
- Disposition of Real Property Guidelines
- Investment Policy with Internal Controls
- Procurement 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.

W. Edward Walldroff
Secretary

JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION

MISSION STATEMENT

Advance the job opportunities, health, general prosperity and economic welfare of the people of the County and to improve their recreation opportunities, prosperity and standard of living.

Adopted May 3, 2012
Amended:
October 1, 2015
October 4, 2018
Proposed 1/5/23

Summary Results of Confidential Evaluation of Board Performance

2022 Results in **Bold**, 2021 Results in ()

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	6 (6)	1 (1)		
2	The policies, practices and decisions of the Board are always consistent with this mission.	6 (7)	1		
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	6 (6)	1 (1)		
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	7 (7)			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	5 (5)	2 (2)		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self-interest.	6 (6)	1 (1)		
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	7 (7)			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	6 (7)		1	
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	7 (7)			
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	5 (7)	2		
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	7 (7)			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	6 (6)	1 (1)		
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	7 (7)			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	7 (7)			
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	6 (7)	1		
16	Board members demonstrate leadership and vision and work respectfully with each other.	7 (7)			

Name of Authority: Jefferson County Civic Facility Development Corporation

Date Completed: _____

**Jefferson County Civic Facility Development Corporation
Nominating Committee Meeting Minutes
November 23, 2022**

The Jefferson County Civic Facility Development Corporation held a nominating committee meeting on Wednesday, November 23, 2022.

Present: Chairwoman Lisa L'Huillier, Bill Johnson, John Jennings

Absent: None

Also Present: David Zembiec, Peggy Sampson, Marshall Weir, Robin Stephenson, David Converse, W. Edward Walldroff, Kent Burto

- I. **Call to Order:** Chairwoman L'Huillier called the meeting to order at 9:58 a.m.
- II. **Nominate Officers for 2023 CY** – Chairwoman L'Huillier indicated that the purpose of the meeting is to nominate officers for the 2023 calendar year. She said that the current slate of officers agreed to serve another year, except for Mr. Jennings whose term expires on December 31, 2022. Mr. Johnson indicated that he was willing to fill the Vice Chairman role. The Committee will recommend the following slate of officers: Chairman – Robert E. Aliasso, Jr., Vice Chairman – William Johnson, Treasurer – Paul Warneck, Secretary – W. Edward Walldroff.

A motion was made by Ms. L'Huillier to recommend the proposed slate of officers to the full board of directors, seconded by Mr. Johnson. All in favor.

Ms. L'Huillier noted that the Jefferson County Board of Legislators reappointed David Converse and W. Edward Walldroff to the JCIDA Board for a term to expire December 31, 2026. She said that they also appointed John J. Condino to replace John Jennings for a term to expire December 31, 2026.

- III. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Ms. L'Huillier, seconded by Mr. Johnson. The meeting adjourned at 9:59 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.
Resolution Number 01.05.2023.02
For Election of Officers

WHEREAS, the Nominating Committee met on November 23, 2022 and recommended the following slate of officers for the 2023 calendar year:

Chairman	Robert E. Aliasso, Jr.
Vice Chairman	William Johnson
Treasurer	Paul Warneck
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.

W. Edward Walldroff
Secretary

**JCCFDC Committee Structure
Proposed 2023**

Executive Committee:

Chairman – Robert E. Aliasso, Jr.
Vice Chairman – William Johnson
Treasurer – Paul Warneck
Secretary – W. Edward Walldroff
Immediate Past Chairman – David Converse

Governance Committee:

W. Edward Walldroff, Chair
William Johnson
Paul Warneck

Loan Review Committee:

David Converse, Chair
Robert E. Aliasso, Jr.
Christine Powers
Kent Burto
John Condino

Nominating Committee:

Lisa L’Huillier, Chair
William Johnson
W. Edward Walldroff
Kent Burto

Audit/Finance Committee:

Paul Warneck, Chair
David Converse
Christine Powers
Rob Aiken
Robert E. Aliasso, Jr.

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

2022 Board Attendance

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aliasso, Robert	E	No Mtg.	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.
Converse, David	P	No Mtg.	E	No Mtg.	P	No Mtg.	E	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.
Jennings, John	P	No Mtg.	E	No Mtg.	P	No Mtg.	E	No Mtg.	No Mtg.	E	No Mtg.	No Mtg.
Johnson, William	P	No Mtg.	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.
L'Huilier, Lisa	P	No Mtg.	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.
Walldroff, W. Edward	P	No Mtg.	P	No Mtg.	P	No Mtg.	A	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.
Warneck, Paul	P	No Mtg.	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.
Totals:	6	-	5	-	7	-	4	-	-	6	-	-
P - Present												
E - Excused												
A - Absent												