

**Jefferson County Civic Facility Development Corporation
Governance Committee Meeting Minutes
December 14, 2024**

The JCCFDC held a governance committee meeting in the board room at 800 Starbuck Avenue, Watertown, NY on Friday, December 13, 2024.

Present: W. Edward Walldroff (Chair), Bill Johnson, Paul Warneck

Also Present: Marshall Weir, Jay Matteson, Lyle Eaton, Peggy Sampson, Robin Stephenson, Dawn Robinson

- I. **Call to Order:** Chairman Walldroff called the meeting to order at 9:48 a.m.
- II. **Review Bylaws** – Committee members reviewed the current bylaws. There were no changes.
- III. **Review Mission Statement/Performance Measurements** – Committee members reviewed the mission statement and performance measurement goals. The 2024 results will be added within the next few months.
- IV. **Review Current 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 the confidential evaluation of board performance. The results will be sent to the full board.
- VI. **Other:**
 - a. **Fee schedule** – Committee members agreed to discuss with the full board at a future meeting.
 - b. **Application** – A motion was made by Mr. Warneck to recommend approval by the full board of directors, seconded by Mr. Johnson. All in favor.
- VII. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Walldroff, seconded by Mr. Johnson. The meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Peggy Sampson