

**Jefferson County Civic Facility Development Corporation  
Annual Board Meeting Minutes  
January 9, 2025**

The Jefferson County Civic Facility Development Corporation held its annual board meeting on Thursday, January 9, 2025 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

**Excused:** None

**Absent:** None

**Also Present:** Marshall Weir, Lyle Eaton, Peggy Sampson, Robin Stephenson, Charles Capone  
Zoom: Justin Miller, Esq, (Harris Beach)

- I. Call to Order:** Chairman Aliasso called the meeting to order at 10:16 a.m.
- II. Minutes:** Minutes of the meeting held on December 5, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Johnson. All in favor. Carried.
- III. Treasurer’s Report:** Mr. Warneck reviewed the financials for the income statement and balance sheet for the period ending December 31, 2024. A motion was made by Ms. L’Huillier to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- IV. Committee Reports:**
  - a. Audit Committee** – The JCCFDC will be included in the 2024 JCIDA audit.
  - b. Governance Committee**
    - i. Resolution No. 01.09.2025.01 for Annual Internal Policy and Procedure Review** – The Governance Committee met on December 13, 2024 to review the bylaws, mission statement/performance measurements, the disposition of real property guidelines, investment policy with internal controls, and the procurement policies. There were no changes. A motion was made by Mr. Walldroff to approve the resolution, seconded by Mr. Johnson. All in favor. Carried.
    - ii. Summary Results of Confidential Evaluation of Board Performance** – The Governance Committee reviewed the board evaluations. A motion was made by Ms. L’Huillier to accept the summary results, seconded by Mr. Warneck. All in favor. The summary will be sent to the ABO.
    - iii. Proposed Application** – There were minor changes to the application. The Governance Committee recommended approval by the full board. A motion was made by Mr. Warneck to approve the application, seconded by Mr. Walldroff. All in favor. Carried.

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**V. Unfinished Business:** None.

**VI. New Business:**

**1. Proposed Committee Structure for 2025** – A motion was made by Ms. L’Huillier to approve the committee structure, seconded by Mr. Johnson. All in favor. Carried.

**VII. Adjournment:** With no further business before the board, a motion to adjourn was made by Ms. L’Huillier, seconded by Mr. Johnson. All in favor. The meeting was adjourned at 10:22 a.m.

Respectfully submitted,

*Peggy Sampson*

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.**  
**Resolution Number 01.09.2025.01**  
**For Annual Internal Policy and Procedure Review**

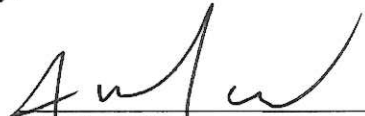
**WHEREAS**, on December 13, 2024 the JCCFDC Governance Committee met to review the listed policies and procedures. After review and discussion, they recommended the following internal policies for the Board's consideration:

- Bylaws
- 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.

  
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Marshall Weir  
CEO