

## MINUTES



### **BOARD OF DIRECTORS REGULAR MEETING**

Tuesday, October 17, 2017

**Present:** Charles Daniels III  
Tim Dean  
Mark Doyle  
Stacey Langenthal  
Alfred Torreggiani

**Unable to Attend:** Angela Flesland  
Edward Summers

**Also Present:** Sarah Lee, CEO  
Jasmin Haylett, Office Administrator  
Don Minichino, Director of Business Attraction  
Don Cappillino, Counsel  
Elizabeth Cappillino  
Ron Hicks, Dutchess County  
Mary Kay Vrba, Dutchess Tourism  
Rebecca Edwards, Resident/Observer

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On Tuesday, October 17, 2017, the Dutchess County Local Development Corporation [DCLDC] Board of Directors Meeting was called to order by Chairman Daniels at 8:00 a.m. Present was: Charles Daniels III, Tim Dean, Mark Doyle, Stacey Langenthal, and Alfred Torreggiani. Unable to attend was: Angela Flesland and Edward Summers. Quorum was established.

#### **APPROVAL OF MINUTES**

Chairman Daniels asked for a motion to approve the August 2, 2017 Minutes of the Dutchess County Local Development Corporation.

A motion was made by Mr. Dean, duly seconded by Mr. Doyle to approve the DCLDC Board of Directors Meeting Minutes for August 2, 2017. All voted in favor. Motion carried.

#### **APPROVAL OF 2018 BUDGET**

Ms. Lee gave the following overview of the 2018 budget:

#### **Revenues:**

- The professional service contract with *Dutchess County Industrial Development Agency* service contract is proposed to be increased to \$150,000 from \$75,000. Even though this reflects an

increase for this line item this is not an increased contribution to the LDC. Historically, the LDC has received \$75,000 from the IDA for professional services and approximately \$78,000 in matching funds for the Strategic Marketing Council (formally the External Marketing Committee) for marketing and outreach. In 2018, Think Dutchess/LDC will no longer be charging membership dues for participation in SMC, however, the LDC does rely on these funds for its marketing and outreach efforts, and therefore this line item reflects a consolidated contribution.

- The *Private Sector* contribution is an estimate based on past income from the events and redirected income from former SMC/EMC members in the form of sponsorships.
- The *Private Sector – In kind* is added to accommodate and reflects in-kind contribution received for events and programming.
- Private Sector – SMC and DCIDA Match – SMC has been removed because membership dues for this committee has been removed.

**Expenditures:**

- *Payroll and Payroll Tax* reflects a 3% increase and associated taxes as well as the cost to transition the communications coordinator position from part-time to full-time. The 3 year contract with DCI will expire at the end of 2018 and is subject to another bid procurement process. The original scope of work included the development and maintenance of digital media program, public relations and a lead generation program. By creating a full time communications person we will be able to manage the digital media program and public relations internally and target the new RFP for lead generation activities.
- *Professional Service Contracts* reflect the costs incurred by service contracts with other economic development service organizations and marketing contract.
- Proposing \$5,000 for Professional Services provided by P-TECH (Procurement Technical Assistance Center) which is program that will assistance businesses in Dutchess County with government contracting.
- Contract cost with WEDC will increase to \$15,000 based on negotiations between the County and WEDC.

A motion was made by Mr. Dean, duly seconded by Mr. Torreggiani to approve the 2018 budget. All voted in favor. Motion carried.

**APPROVAL OF FIVE YEAR BUDGET**

Ms. Lee noted that the PARIS five year budget is based on an annual 2% increase for five years.

A motion was made by Mr. Dean, duly seconded by Mr. Doyle to approve the 2018 five year budget. All voted in favor. Motion carried.

**CONSIDERATION AND APPROVAL**

Consideration and Approval to Authorize the CEO of the LDC to enter into an Agreement with the Women's Enterprise Development Center for Professional Services.

A motion was made by Mr. Dean, duly seconded by Mr. Torreggiani to authorize the CEO of the LDC to enter into an Agreement with the Women's Enterprise Development Center for Professional Services. All voted in favor. Motion carried.

**FINANCIAL REPORT**

Ms. Lee reported on the 9/30/17 financials:

- Cash balance was \$2,676,073.20

- Profit & Loss is on budget

A motion was made by Mr. Doyle, duly seconded by Mr. Dean to approve the 9/30/17 financials. All voted in favor. Motion carried.

**OLD BUSINESS**

Ms. Lee gave the following updates:

Olivet University

- Public hearing is scheduled for Thursday, October 26
- Title search is complete and liens have been paid in full

**NEW BUSINESS**

1. 2017 Incurred Expenses

Ms. Lee informed the board that when the seconded quarter reimbursements was submitted to the County, the County Comptroller had some questions regarding reimbursements of expenses related to Mr. Hicks. The Comptroller recommended a verbal resolution be passed by the board authorizing approval of 2017 expenses incurred by county employees on behalf of LDC and to include this language for Approval of 2018 Expenses Incurred to include county employees.

A motion was made by Mr. Dean, duly seconded by Mr. Torreggiani to approve the verbal resolution authorizing reimbursement for 2017 expenses incurred by county employees on behalf of LDC. All voted in favor. Motion carried.

2. Trip to Israel

Mr. Hicks asked the board to pass a resolution approving errand expenses that he and Ms. Vrba will incur during their trip to Israel.

A motion was made by Mr. Doyle, duly seconded by Mr. Torreggiani to approve errand expenses incurred by Mr. Hicks and Ms. Vrba during their trip to Israel. All voted in favor. Motion carried.

**ADJOURNMENT**

There being no further business, a motion was made by Mr. Doyle to adjourn the meeting. All voted in favor. Motion carried. Meeting adjourned at 8:22 a.m.

Respectfully submitted,

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Mark Doyle, Secretary/Treasurer

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Date

**Meeting**      10-17-17  
**Approved**    11-21-17  
**Certified**     11-21-17