

**ANNUAL MEETING OF THE GLENS FALLS  
CIVIC DEVELOPMENT CORPORATION  
42 RIDGE STREET  
GLENS FALLS NY 12891  
March 9<sup>th</sup>, 2017**

**Welcome Judy Calogero- Chair**

**I. Upon Recommendation of Nominating Committee**

**A. Approve Election of Officers and Officials:**

- |                             |                  |
|-----------------------------|------------------|
| i. Chairman                 | Judy Calogero    |
| ii. Vice Chairman           | Lois Robinson    |
| iii. Secretary              | Todd Feigenbaum  |
| iv. Treasurer               | Lois Robinson    |
| v. Chief Operating Officer  | Ed Bartholomew   |
| vi. Chief Financial Officer | Michael McCarthy |
| vii. Compliance Officer     | Ed Bartholomew   |

**B. Approve Committee Members for the following:**

NOMINATING -Dan Hall, Lois Robinson, Roy Thomas

AUDIT -Judy Calogero, Chair, Dan Hall, Lois Robinson, Michael McCarthy

GOVERNANCE - Chair, Todd Feigenbaum, Dan Hall, Judy Calogero

**II. GOVERNANCE COMMITTEE: The Governance Committee of the CDC reported that it had reviewed the following policies and procedures and found them to be acceptable and recommended their affirmative approval with no changes for 2017:**

**CDC Policies and Procedures**

1. Resolution adopting Policies, Standards, and Procedures required by New York Public Authorities Accountability act (the act)
2. By-laws
3. Code of ethics
4. Investment policy
5. Disposition of the property policy
6. Compensation, reimbursement and attendance
7. Procurement Policy
8. Travel Policy
9. Defense and Indemnification Policy
10. Whistle Blower Policy
11. Certificate Of Independence of Board members
12. Records Retention and Destruction policy
13. Mission statement
14. Organization Chart
15. Acknowledgement of Fiduciary Duties & Responsibilities
16. Financial Disclosure Form
17. Confidential Evaluation Board Performance Form

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18. FOIL Policy
19. Tax and User Fees Policy
20. Conflict of Interest Policy
21. Discretionary Funds Policy
22. Audit and Finance Committee Charter
23. Governance Committee Charter

**III. Upon Recommendation of audit committee approval of 2016 audit performed by Whittemore, Downen and Riccardelli with no findings.**

ADJOURN