

**Minutes of the Meeting of the  
Clinton County Capital Resource Corporation  
Monday, December 11, 2017**

The meeting was called to order by T. Trahan, Chairperson, at 1:19 p.m., at the offices of the Clinton County Capital Resource Corporation, 190 Banker Road, Suite 500, Plattsburgh, N.Y.

**Members Present:** Trent Trahan, Member  
David Hoover, Vice Chairperson  
Michael Zurlo, Secretary  
Kim Murray, Assistant Secretary  
Keith Defayette, Treasurer and CFO  
John VanNatten, Member

**Members Excused:** Mark Leta, Member

**Others Present:** Melissa McManus, Executive Director  
George Cregg, Esq., Agency Counsel  
Barbara Shute, Recording Secretary

T. Trahan ascertained that there was a *quorum* present.

T. Trahan waived the reading of the notice of the meeting published in the *Press-Republican* on December 26, 2016.

Approval of the Minutes:

T. Trahan waived the reading of the minutes of the October 16, 2017 regular meeting. He asked if there were any questions or discussion regarding the draft minutes and there were none.

On a motion by J. VanNatten, seconded by K. Murray, it was unanimously carried to approve the minutes of the October 16, 2017 regular meeting, as presented.

Public Comment: None

Report of the Treasurer:

K. Defayette reviewed the Treasurer's Report. There were no questions or concerns.

On a motion by D. Hoover and seconded by J. VanNatten, it was unanimously carried to approve the Treasurer's Report as presented by K. Defayette.

Reports of the Committees:

**Audit Committee:**

K. Defayette noted that the committee met and are recommending that the full board accept the committee recommendation and approve to initiate the 2017 CRC audit.

On a motion by J. VanNatten, seconded by D. Hoover, it was unanimously carried to accept the committee recommendation and approve the initiation of the 2017 CRC audit.

**Finance Committee:**

K. Defayette noted that the committee met and are recommending that the full board adopt the proposed 2018 budget and authorize posting the same to PARIS.

On a motion by K. Murray, seconded by D. Hoover, it was unanimously carried to adopt the proposed 2018 budget and authorize posting the same to PARIS.

**Governance Committee:**

M. Zurlo noted that the committee met and reviewed the 2017 annual reports and are recommending board approval of the following:

- 2017 CCCRC Mission Statement and Measurement Report
- 2017 CCCRC Operations and Accomplishments Report

On a motion by D. Hoover, seconded by J. VanNatten, it was unanimously carried to accept the recommendation of the committee and approve the 2017 annual reports as presented and authorize posting of same to PARIS.

Old Business: None

New Business: None

Executive Director Report: None

There being no further matters for consideration the meeting adjourned at 1:26 p.m.



T. Trahan, Chairperson