

**Minutes of the
Clinton County Capital Resource Corporation
Annual Meeting
Monday, September 9, 2019**

The meeting was called to order by Trent Trahan, Chairperson, at 12:56 p.m., at the office of the Clinton County Capital Resource Corporation, 137 Margaret Street, Suite 208, Plattsburgh, New York 12901.

MEMBERS PRESENT: Trent Trahan, Chairperson
Keith Defayette, Treasurer and Chief Financial Officer
Michael Zurlo, Secretary
Kim Murray, Assistant Secretary
John VanNatten, Member
Mark Leta, Member

EXCUSED: David Hoover, Vice Chairperson

STAFF PRESENT: Renee McFarlin, Executive Director
George W. Cregg, Esq., Agency Counsel
Christopher Canada, Esq., Agency Counsel
Toni Moffat, Executive Assistant

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

T. Trahan waived the reading of the notice of the meeting published in the *Press Republican* on December 22, 2018.

Approval of the Minutes of the May 13, 2019 Meeting

T. Trahan asked if there were any questions regarding the draft minutes of the May 13, 2019 meeting of the Clinton County Capital Resource Corporation (CCCRC). There were none.

On a motion by J. VanNatten, and seconded by K. Defayette, it was unanimously carried to approve the minutes of the May 13, 2019 meeting of the CCCRC.

Public Comment

There was no public comment.

Reports

Treasurer's Report

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

On a motion by M. Leta, seconded by K. Murray, it was unanimously RESOLVED to approve the Treasurer's Report as presented by K. Defayette.

Old Business

Annual Review and Approval of Policies

- Assessment of Internal Controls Policy
- Bylaws
- Code of Ethics
- Compensation Policy
- Defense and Indemnification of Board Members Policy
- Fee Policy
- Investment Policy
- Loan and Credit Policy (Prohibiting Extension of Credit to Board Members/Staff)
- Organizational Chart
- Procurement Policy
- Real Property Acquisition Policy
- Real Property Disposition Policy
- Retaliatory Action (Whistleblower Protection) Policy
- Time and Attendance Policy
- Travel Policy

With no further discussion, on a motion by M. Zurlo, and seconded by J. VanNatten, it was unanimously RESOLVED to approve all policies as noted.

Board Evaluations/Conflict of Interest Statements

T. Trahan asked the members to please complete the CCCRC board evaluation that was given to the members and return it to staff.

Other Business as Required

Appointment of Chair Pro-tem

T. Trahan appointed J. VanNatten as Chair Pro-Tem to preside over the election of officers.

Election of Officers and Staff

On a motion by J. VanNatten, and seconded by K. Murray, the nomination was made for the following appointed Agency members to be elected officers of the Clinton County Capital Resource Corporation for the year 2019-2020:

Trent Trahan – Chairperson
David Hoover - Vice Chairperson
Michael Zurlo - Secretary
Kim Murray– Assistant Secretary
Keith Defayette – Treasurer and Chief Financial Officer

The nominations were unanimously approved.

On a motion by J. VanNatten, and seconded by K. Defayette, the nomination was made for the following to be appointed staff of the Clinton County Capital Resource Corporation for the year 2019-2020:

Renee McFarlin - Executive Director
George W. Cregg, Jr. Esq. – Special Counsel
Christopher C. Canada, Esq. – Special Counsel

The nominations were unanimously approved.

The nominated slate of officers and staff were duly elected.

J. VanNatten turned the meeting over to Chairperson T. Trahan.

Committee Appointments

On motion by T. Trahan and seconded by J. VanNatten, the following appointed Agency members will be reappointed to the committees of the Clinton County Capital Resource Corporation for the year 2019-2020:

Audit Committee: Keith Defayette - Chairperson
Mark Leta – Vice Chairperson
Trent Trahan - Member
Dave Hoover- Member
John VanNatten - Member

Finance Committee: Keith Defayette - Chairperson
Kim Murray – Vice Chairperson
Trent Trahan - Member

Governance Committee: Mike Zurlo – Chairperson
John VanNatten, Vice-Chairperson
Dave Hoover, Member

The nominations were unanimously approved.

New Business

Other Business as Required

R. McFarlin reported the Strand Center for the Arts (SCA) executive director and bookkeeper have been released from their duties. She indicated that she has spoken to a SCA Board member and they acknowledged the loan debt to the CCCRC.

M. Zurlo stated the Chairperson of the Clinton County Legislature is actively involved in conversations with the SCA to ensure the obligation still exists. T. Trahan thanked the Clinton County Legislature Chairperson for his involvement in this matter.

Executive Director’s Report:

There was no executive director’s report.

There being no further business to discuss, on a motion by M. Zurlo, and seconded by M. Leta, the meeting adjourned at 1:02 p.m.


Trent Trahan


Keith Defayette

Kim Murray


John VanNatten

David Hoover


Michael Zurlo


Mark Leta


Renee McFarlin