

**Minutes of the
Clinton County Capital Resource Corporation
Annual Meeting
Monday, September 10, 2018**

The meeting was called to order by Trent Trahan, Chairperson, at 12:26 p.m., at the offices of The Development Corporation, 190 Banker Road, Suite 500, Plattsburgh, N.Y. 12901

MEMBERS PRESENT: Trent Trahan, Chairperson
Michael Zurlo, Secretary
Kim Murray, Assistant Secretary
John VanNatten, Member

MEMBERS EXCUSED: David Hoover, Vice Chairperson
Keith Defayette, Treasurer and Chief Financial Officer
Mark Leta, Member

STAFF PRESENT: George W. Cregg, Esq., Agency Counsel
Christine Jabaut, Comptroller
Barbara Shute, Recording Secretary

OTHERS PRESENT: Chris Canada, Hodgson Russ
Toni Moffat, Clinton County
Simon Conroy, Clinton County Legislature

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, 2017.

Approval of the Minutes of the March 26, 2018 meeting:

T. Trahan asked if there were any questions regarding the draft minutes of the March 26, 2018 meeting of the Clinton County Capital Resource Corporation (CCCRC). There were none. On a motion by J. VanNatten and seconded by K. Murray it was unanimously carried to approve the minutes of the March 26, 2018 meeting of the CCCRC.

Public Comment: None

Treasurer's Report:

C. Jabaut reviewed the Treasurer's Report. There were no questions or concerns.

On a motion by K. Murray, seconded by J. VanNatten, it was unanimously RESOLVED to approve the Treasurer's Report as presented by C. Jabaut.

Old Business:

Annual Review and Approval of Policies

It was noted that there have been no changes to any of the current policies seeking approval and all members have had the opportunity to review the information, which was available electronically via a Dropbox link.

Annual Policies for Approval:

- 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 J. VanNatten, seconded by K. Murray, it was unanimously RESOLVED to approve all policies as noted.

Board Evaluation

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

New Business: None

Appointment of Chair Pro-Tem

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

Election of Officers:

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 2018-2019;

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 M. Zurlo the nomination was made for the following to be appointed staff of the Clinton County Capital Resource Corporation for the year 2018-2019;

Renee McFarlin - Executive Director
George W. Cregg, Jr. Esq. - Agency Counsel

The nominations were unanimously approved.

The nominated slate of officers and staff proposed were duly elected.

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

Committee Appointments

On a motion by T. Trahan and seconded by K. Murray the following appointed Agency members will be reappointed to the committees of the Clinton County Capital Resource Corporation for the year 2018-2019

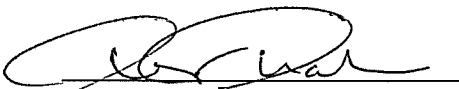
Audit Committee:	Keith Defayette - Chairperson Mark Leta – Vice Chairperson Trent Trahan - Member Dave Hoover- Member John VanNatten - Member
Finance Committee	Keith Defayette - Chairperson Kim Murray – Vice Chairperson Trent Trahan - Member

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

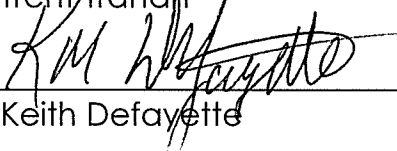
The nominations were unanimously approved.

Executive Director's Report: None

There being no further business to discuss, the meeting was adjourned at 12:35 p.m.



Trent Trahan

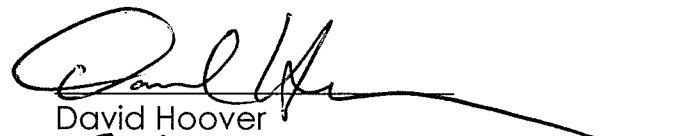


Keith Defayette

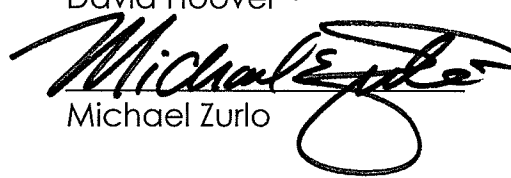
Kim Murray



John VanNatten




David Hoover



Michael Zurlo

Mark Leta



Renee McFarlin