

Cayuga County Development Corporation

FY 2012 BOARD MINUTES

Introduction

The Cayuga County Development Corporation – “CCDC”, has a policy of convening Board Meetings on an as-needed basis and therefore, there are a limited number of meetings per year (as compared to the Cayuga County IDA).

**Cayuga County Development Corporation Meeting
County Office Building, 5th Floor Conference Room, Auburn, NY
March 27, 2012 6:00 p.m.**

Vice -Chairman Carol Contiguglia called the CCDC meeting to order at 6:03 pm.

The meeting was called to order with the following Roll Call:

Present: Paul Lattimore, Carol Contiguglia, Ray Lockwood, Herb Marshall

Excused: Gina Speno, Vijay Mital, John Latanyshyn

Others Present: Steve Lynch, Suzanne Gauthier, Rick Galbato, Karpinski, Stapleton, Galbato and Tehan, P.C., Mary Beth Leeson, Cuddy & Ward,

New Business:

- Review and approval of FY 2011 CCDC Financial Audit as a Component Unit of the CCIDA under the CCIDA FY 2011 Independent Financial Audit – Mary Beth Leeson

Mary Beth Leeson, CPA, Cuddy & Ward, LLP presented the 2011 Financial Audit and reviewed the results with the board Ray Lockwood made a motion to approve the 2011 Financial Audit as a component of the CCIDA under the FY 2011 Independent Financial Audit, contingent upon completion of the property supplement schedule, 2nd by Herb Marshall. The resolution passed with the following roll call vote:

Herb Marshall	Yes
Paul Lattimore	Yes
Vijay Mital	Absent
John Latanyshyn	Absent
Gina Speno	Absent
Ray Lockwood	Yes
Carol Contiguglia	Yes

- Review of the adopted CCDC Investment Policy and Related Investment Report

Steve reviewed the CCDC Investment Policy and the FY 2011 Investment Report with the board members.

Paul Lattimore motioned that the board approve the CCDC Investment Policy and FY 2011 Investment Report, 2nd by Ray Lockwood.

The resolution passed with the following roll call vote:

Herb Marshall	Yes
Paul Lattimore	Yes
Vijay Mital	Absent
John Latanyshyn	Absent
Gina Speno	Absent
Ray Lockwood	Yes
Carol Contiguglia	Yes

- Review and adoption of the CCDC FY12 Budget

Steve reviewed with the board the FY 2012 Budget

Paul Lattimore motioned that the board adopt the CCDC FY 2012 Budget, 2nd by Ray Lockwood.

The resolution passed with the following roll call vote:

Herb Marshall	Yes
Paul Lattimore	Yes
Vijay Mital	Absent
John Latanyshyn	Absent
Gina Speno	Absent
Ray Lockwood	Yes
Carol Contiguglia	Yes

- Review and Approval of CCDC Mission Statement in compliance with PARA requirements

Upon review of the CCDC Mission Statement, Paul Lattimore motioned to adopt the CCDC Mission Statement, 2nd by Ray Lockwood.

The resolution passed with the following roll call vote:

Herb Marshall	Yes
Paul Lattimore	Yes
Vijay Mital	Absent
John Latanyshyn	Absent
Gina Speno	Absent
Ray Lockwood	Yes
Carol Contiguglia	Yes

- Distribution and execution of required Acknowledgment of Fiduciary Responsibility Duties Statements.
The board reviewed the Authorities Budget Office Guidance Policy of Fiduciary Duties of a Public Authority Board. All members present signed an Acknowledgment of Fiduciary Duties and Responsibilities document.
- Update on additional actions needed for PARA and PAA compliance
Steve reviewed with the board the necessary action items to be completed for the CCDC board PARA and PAA compliance.

Herb Marshall motioned to adjourn the meeting at 6:10 p.m., 2nd by Ray Lockwood. All were in favor.

Respectfully submitted,
Suzanne Gauthier, Assistant Secretary

**Cayuga County Development Corporation Agency Meeting
County Office Building, 5th Floor Conference Room, Auburn, NY
November 27, 2012 6:00 p.m.**

Carol Contiguglia called the CCDC meeting to order at 6:06 pm.

Present: Paul Lattimore, Ray Lockwood, John Latanyshyn, Carol Contiguglia, Herb Marshall,
Gina Speno

Excused: Vijay Mital

Others Present: Steve Lynch, Suzanne Gauthier, Rick Galbato

UNFINISHED BUSINESS

- CCDC 2013 Budget

Ray Lockwood motioned to move the 2013 CCDC budget with amendment of reducing the Professional Services line. All members present voted in favor.

ADJOURNMENT

Herb Marshall motioned to adjourn the meeting at 6:15 p.m., 2nd by Ray Lockwood. All were in favor.

Respectfully submitted,
Suzanne Gauthier, Acting Secretary/Treasurer