

## WYOMING COUNTY IDA and BAC ANNUAL BOARD MEETING MINUTES

The WCIDA Board of Directors met on November 10, 2011 at 2:30 p.m. at the Wyoming County Business Services Center, 6470 Route 20A Perry, New York 14530.

1. Roll call was taken. In attendance were: Norb Fuest, Chairman; Amanda Parker, Vice-Chairperson; Bruce Camp, Treasurer; James Morey, Secretary; Mark Merrill, Assistant Secretary; Michael Heftka, Executive Director; Robin Marschilok, Program Manager. Also in attendance:  
Jim Fleischmann, Doug Patti, Jerry Davis Wyoming County BOS  
James Pierce, Wyoming County Business Center  
Laura Lane, Wyoming County Chamber of Commerce  
Art Buckley, Wyoming County Planning Department  
Nick Trickett, WCIDA Intern
2. Minutes of the October 13, 2011 Board meeting were reviewed. A motion was made to accept the minutes by M. Merrill and seconded by B. Camp. The motion was unanimously approved. J. Morey Abstained.

The financial reports from October 2011 were reviewed. The Financial reports were accepted on a motion made by A. Parker, seconded by J. Morey. The motion was unanimously approved.

3. Chairman N. Fuest then opened the Annual Meeting. **The Board agreed to simultaneously review and confirm the same items for the Wyoming County Business Assistance Corporation.** M. Heftka began with the confirmation of officers as per the WCIDA and WCBAC By-Laws. After review and discussion the Board agreed to re-appoint officers as they were previously assigned. Norb Fuest, Chairman; Amanda Parker, Vice-Chair; Bruce Camp, Treasurer; Jim Morey, Secretary; Mark Merrill, Assistant Secretary.

The WCIDA Board then recessed to allow the Governance Committee to convene.

4. Chairman Fuest called the Governance Committee to order. M. Heftka then reviewed the Agency policies and procedures adopted in the By-Laws as per the PAAA. After review of the By-Laws the Committee recommended the re-adoption of the policies and procedures be referred to the WCIDA Board on a motion made by J. Morey and seconded by M. Merrill. Chairman Fuest then adjourned the Governance Committee.
5. The Board of Directors meeting was called back to order at which time the referred re-adoption of policies and procedures was accepted. On a motion made by J. Morey and seconded by M. Merrill the Board re-adopted the Policies and Procedures as written in the Agency's By-Laws as set forth by the PAAA. The Motion was unanimously approved.

The WCIDA Board then recessed to allow the Finance Committee to convene.

6. Chairman Fuest called the Finance Committee to order. The committee discussed the 2012 WCIDA Budget which was approved at a previous meeting. After discussion the Committee agreed to accept the Budget as approved by the WCIDA Board. The Committee also reviewed the new signature parties put into place and agreed to make multiple signature parties on checking accounts part of regular practice. The committee recommended the change on a motion made by M. Merrill and seconded by B. Camp. The motion was unanimously approved. Chairman Fuest then adjourned the Finance Committee.
7. The Board of Directors meeting was called back to order at which time the referred signature change was accepted on a motion made by M. Merrill and seconded by J. Morey. The Motion was unanimously approved.
8. M. Heftka then presented the WCIDA Board of Directors and its guests with the Executive Director's Update. The update included new IDA issues across the State, the new Governor's financial assistance program and application process, and the need for the WCIDA to focus on internal assistance programs in the coming months.
9. J. Pierce presented his quest report by updating the WCIDA Board on new and continuing manufacturing projects around Wyoming County. Pierce mentioned several projects which promise to bring in jobs and company investments to the area.
10. There being no further business to discuss the meeting was adjourned by unanimous consent.

The next regular scheduled Board of Directors meeting of the WCIDA will be held on December 8, 2010 at 2:30 p.m. at the Wyoming County Business Center.

Minutes prepared by R. Marschilok