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## **BOARD OF DIRECTORS MEETING**

**Thursday, February 21<sup>st</sup>, 2019 08:00AM – IDA Board Meeting**

### **AGENDA**

**1) Call to Order:**

- a) Roll Call

**2) General Business:**

a) Secretary's Report

- (1) Approval of the Annual Meeting minutes January 10<sup>th</sup>, 2019  
(2) Approval of the regular meeting minutes for January 10<sup>th</sup>, 2019

b) Treasurers Report

- (1) Approval of the January 31<sup>st</sup>, 2019 Financial Statements  
(2) Approval of the invoices and bills for Thursday, February 21st, 2019

**3) Administrative Directors Report:**

a) Monthly Report

- b) Resolution: (23) Documents become part of our annual PARIS report. I would like board acceptance of these reports as part of our minutes. Documents have been distributed to the Board prior to the meeting and are included as part of the printed materials handed out at today's meeting.

- (1) 2018 Report card
- (2) 2018 Assessment of jobs
- (3) 2018 Assessment of sales tax
- (4) 2018 ST-62
- (5) 2018 Annual Report
- (6) 2018 Assessment of Effectiveness
- (7) 2018 Performance / Measurement Report
- (8) 2018 Property Acquisition Report
- (9) 2018 Real Property Report
- (10) 2018 Annual Investment Report
- (11) 2018 Board Performance Evaluations
- (12) 2019 Organization Chart
- (13) 2019 Mission Statement
- (14) 2019 Investment Policy
- (15) 2019 Board Financial Disclosure Statements
- (16) 2019 Bylaws
- (17) 2019 Board of Directors Duties and Responsibilities
- (18) 2019 Policy Manual
- (19) 2019 Uniform Tax Exemption Policy

- (20) 2019 Annual Investment Policy
- (21) 2019 Meeting Dates
- (22) List of Board Members
- (23) List of Committees

- Demographic Data Update - \$288 from Environics Analytics (new vendor) – Claritas no longer providing this data.
- Voluntary IDA Dues Assessment – NYSEDC \$500. to assist with efforts to pass meaningful IDA Legislation.
- Website Updates: Required by PARIS.
- Discussion of updated PARIS Requirements. (Job reporting, sales tax reporting, website updates)
- What is FTE job? 2018 contracts call for 85% of contracted employment numbers throughout the life of the agreement. I am recommending 85% as our standard on all active agreements.
- Project Completion date? Project completion + 24 months for each project to hit required employment numbers.
- All 17 active projects have been notified of their required job numbers as established in the “Inducement Resolution” or Agent Agreement (beginning in 2018)

The IDA Attorney is reviewing new best practices from ABO. Expect several new policies and procedures in March.

**4) Attorney’s Report:**

- a) Waterhaus Water Jet – project closed on 2/14/2019.

**5) Old Business:**

**6) New Business:**

**7) Executive Session (If requested) – Consultation with Attorney**

- a) Consult with the IDA Attorney on a potential new IDA projects.

**8) Next Meeting – Thursday, March 14<sup>th</sup>, 2019 at 8:00am**

**9) Governance Meeting – Thursday March 14<sup>th</sup>, 2019 at 7:30am**