

**Business Development Corporation for a Greater Massena
Board Meeting Minutes
May 12, 2021**

DRAFT!

Board Members: Dan Pease, , Mike Besaw, Sherry Thompson, Jeff Dobbins, Melanie Cunningham

Excused: Ben Murtaugh , Dave LaClair

Staff: Jim Murphy, Executive Director

Public: Sam Carbone, Sue Bellor, Matt LeBire

Call to Order

President Mike Besaw called the meeting to order at 5:02 p.m.

Sue Bellor requested that the BDC post minutes or make note of meetings held for informational purposes due to the lack of a quorum, as was the case in April, to show who participated and what information was discussed, even if no business was conducted. The Board agreed to document such meetings to show that meetings were not being skipped.

The Board also discussed the taking of meeting minutes by the executive director and whether it would be more efficient to assign another board member the task. All minutes are also recorded. Mike suggested that Jim continue to take the minutes until someone else is assigned the task.

Approval of Minutes of the March 10, 2021 Meeting

A motion was made by Dan and seconded by Mike to approve the minutes of the March 10, 2021 Board of Directors meeting. All approved, except Jeff who abstained because he was not at the meeting.

Financial Reports

Treasurer Jeff Dobbins reviewed the draft financial reports, including Balance Sheet, Profit and Loss and Expenses/Payments Summary. A motion was made by Dan and seconded by Sherry to approve the financial reports. The motion passed unanimously.

During a discussion about assets listed in the financial report, Mike asked about the status of the BDC's exhibit booth, which is presumably being stored at the DPW office. Mike asked Jim to check the condition of the booth and whether it could be employed, perhaps, as part of the upcoming fishing tournaments.

Executive Director's Report (Attached!)

Jim submitted a written Executive Director's Report (attached), which highlighted the meetings he participated in over the past month as well as a summary of contacts and targeted outreach efforts and initiatives over the past 30 days.

Jim also updated the Board about the potential receipt of a payroll tax credit for \$7,000 , a capstone presentation by Paul Smiths students, "Life After Manufacturing: A Community Sustainability Assessment of Massena," as well as upcoming CFA and other grant opportunities and potential "Opportunity Pages" for our Facebook page. We also talked about the potential for another DRI initiative and communicating our efforts with specific clients with the town and village.

The Board also talked about developing a recruitment strategy to attract emerging "cluster" development and other opportunities outlined in places like the Arconic Industrial Park, and to better define the BDC's role in regional efforts.

Jim also provided updates on MATA/Massena Theater, Microenterprise Grant Program, LWRP and the town Comprehensive Plan.

Other Board Action Items

None

New Business/Other Business

Ben Murtaugh officially submitted his resignation from the BDC Board and the village is expected to make an appointment to the Board at its next meeting.

The Board also discussed the potential sale of a BDC owned lot in the industrial park. Dan said he would research the matter.

The Board also discussed conducting a review of the BDC Policy Manual, which was last updated in 2006.

Questions from the Public/Press

None

Executive Session

None

Adjournment

Jeff made a motion to adjourn the meeting at 5:48 p.m., that motion was seconded by Sherry and passed with all members voting 'Aye.'

Next Regular Meeting Date: June 9, 2021 at 4:45 p.m.