

**MINUTES OF THE ANNUAL MEETING OF THE
CORTLAND COUNTY BUSINESS DEVELOPMENT CORPORATION**

December 11, 2017

Chairman Michael McMahon called the annual meeting of the Directors of the Cortland County Business Development Corporation to order at 12:26 p.m. on Monday, December 11, 2017 at 37 Church Street, Cortland, New York.

I. ROLL CALL AND CALL TO ORDER

The following directors were present:

Johanna Ames	Clint Brooks
Paul Dries	Jason Hage
Michael McMahon	Matthew McSherry
John Reagan	John Shirley

The following staff was present:

Garry VanGorder, Executive Director	Karen Niday, CFO
Sandy Griep, Office Manager	John Sidd, Esq.

The following guests were present:

Eric Mulvihill, Clerk of the Legislature	Bob Haight, Chamber of Commerce
Representatives from the Carpenter's Union	

II. Approval of Minutes: November 2017 minutes were approved, on a motion made by Michael McMahon and seconded by Jason Hage. All were in favor.

III. New Business:

Reappoint Officers – Chairman – Michael McMahon; Vice Chairman – Stephen Compagni; Secretary – John Shirley; Treasurer – John Reagan, CEO – Garry VanGorder and CFO – Karen Niday. Motion was made by Michael McMahon to approve the slate of officers, seconded by Jason Hage. All were in favor.

Reappoint Committees: Mike McMahon reported that two members are leaving the board as their terms have expired and have chosen not to return. Replacements have been asked to join our board. We are still waiting to hear back from those individuals. Therefore, in the interim time Matthew McSherry and Paul Dries will fill the seat of Dave Brandstadt and Michelle Brooks on any committees that they were assigned to. A motion was made by Michael McMahon to approve all committee appointments as presented, seconded by Jason Hage. All were in favor.

Reappointment of Signatories – a motion was made by Michael McMahon to approve the CEO, CFO, Chairman and Treasurer as signatories. The motion was seconded by Matthew McSherry, all were in favor.

Adopt policies – A motion was made by Michael McMahon to adopt all policies as listed in the board books, seconded by Clint Brooks, all were favor.

IV. Reports

Financials - Karen reported the financials are all in order. There were no major issues or concerns

Revolving Loans – Payments have been coming in and paid by the end of the month.

Directors Report – Garry gave his annual report prior to convening this meeting.

V. Adjourn – A motion was made by Mike McMahon and seconded by John Shirley to adjourn at 12:55 p.m. All were in favor.

Respectfully submitted

Secretary
John Shirley

Chairman
Michael McMahon