

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

December 10, 2018

Chairman Michael McMahon called the annual meeting of the Directors of the Cortland County Business Development Corporation to order at 12:01 p.m. on Monday, December 10, 2018 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
Lori Law	Michael McMahon
Matthew McSherry	Dan Mones
Orinthia Montague	John Reagan
Steve Servies	John Shirley

The following staff was present:

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

II. Approval of Minutes: November 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 Clint Brooks. All were in favor.

Reappoint Committees: Mike McMahon reported that the committee appointments will remain as they were for 2018. A motion was made by Michael McMahon to approve all committee appointments as presented, seconded by Clint Brooks. 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 Clint Brooks, 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.

V. **Directors Report** – Garry gave his annual report.

VI. **Adjourn** – A motion was made by Michael McMahon and seconded by Clint Brooks to adjourn at 12:09 p.m. All were in favor.

Respectfully submitted

Secretary
John Shirley

Chairman
Michael McMahon