

Saratoga County Capital Resource Corporation

January 22, 2019 – 4:00 p.m.

Stewart's Plaza, Building 2, Route 9, Malta, New York

Agenda

1. Approval of the following minutes
  - a. October 3, 2018 Governance Committee
  - b. October 3, 2018 Finance Committee
  - c. October 3, 2018 Board Meeting
  - d. November 5, 2018 Board Meeting
2. Appoint Officers:
  - a. Chairperson
  - b. Vice Chairman and Secretary
  - c. Treasurer
3. Proposed Committee Assignments:
  - a. Audit – Johnson (Chairman), Muratori, Veitch
  - b. Governance – Muratori (Chairman), Johnson, Veitch
  - c. Investment – Veitch (Chairman), Johnson, Frantti
  - d. Finance – All board members
4. Board Evaluation Forms (to be completed at the meeting).
5. Policy re-approvals:
  - a. By-laws
  - b. Ethics Code

- c. Internal Controls/Financial Management Statement
  - d. Investment Policy
  - e. Mission Statement
  - f. Procurement Policy
  - g. Property Disposition Policy
  - h. Whistle Blower Policy
  - i. Conflict of Interest Policy
6. Review of Financial Reports as of December 31, 2018
  7. Review of Budget Report as of December 31, 2018
  8. Schedule of Indebtedness December 31, 2018
  9. SCCRC activity 2013-2018
  10. Invoices for approval:
    - Lori Eddy, Secretarial services - \$250.00
    - Jeffrey Reale, CFO services - \$350.00
    - Lemery Greisler, Counsel services \$275.00
    - WebInstinct \$336.00 (annual maintenance), \$30.00 (updates), \$60.00 (updates)
    - Saratoga County Chamber of Commerce membership dues \$495.00
    - Chamber of Southern Saratoga County membership dues \$318.00
    - Raymond O’Conor \$132.25 (Saratoga County Chamber dinner \$125.00, postage \$7.25)
  11. Insurance policy renewals
  12. Annual audit preparation

13. Other business

14. Next scheduled meetings:

Audit Committee – Tuesday, March 19<sup>th</sup>, 4pm

Full Board – Tuesday, April 23rd, 4pm

15. Adjournment