

Saratoga County Capital Resource Corporation

Wednesday, January 22, 2020 – 4:00 p.m.

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

Agenda

1. Approval of the following minutes
 - a. October 22, 2019 Governance Committee
 - b. October 22, 2019 Finance Committee
 - c. October 22, 2019 Board Meeting
2. Appoint Officers:
 - a. Chairperson
 - b. Vice Chairman and Secretary
 - c. Treasurer
3. Proposed Committee Assignments:
 - a. Audit – Johnson (Chair), Muratori, Veitch, Hillman
 - b. Governance – Muratori (Chair), Johnson, Veitch
 - c. Investment – Veitch (Chair), 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, 2019
7. Review of Budget Report as of December 31, 2019

8. Schedule of Indebtedness December 31, 2019
9. Invoices for approval:
 - Saratoga County Chamber of Commerce Institute of Management - \$27,000.00
 - Saratoga County Chamber of Commerce Annual Dinner - \$2,000.00
 - Saratoga County Chamber of Commerce Annual Membership Dues - \$465.00
 - Raymond O'Connor - \$8.80 (postage)
 - Lori Eddy, secretary services - \$200.00 (paid 12/10/19)
 - Jeffrey Reale, CPA license renewal and CPE fees - \$619.00 (paid 12/5/19)
10. Capital Region Chamber Membership
11. Insurance policy renewals
12. Annual audit preparation
13. Other business
14. Next scheduled meetings:
 - Audit Committee – Tuesday, March 24th, 4pm
 - Full Board – Thursday, April 23rd, 4pm
15. Adjournment