

**Steuben County Economic Development Council
7234 Route 54 North
PO Box 393
Bath, NY 14810
December 14, 2022 Regular Meeting Notice**

The Steuben County Economic Development Council will hold a Regular Business Meeting at noon, prior to the Steuben County IDA Regular Business Meeting on December 14, 2022.

Mark Alger
Chair

Steuben County Economic Development Corporation
Regular Meeting of the Board of Directors Agenda
December 14, 2022
12:00 pm

1. Call to Order – Quorum Present Alger
2. Secretary’s Report
a) September 22, 2022 Minutes Strobel
3. Treasurer’s Report
a) November 2022 Financials Russo
4. New Business
a) Nominating Committee Sharkey
5. Other Business
a) Board Evaluation Johnson
6. Adjournment Alger

Steuben County Economic Development Corporation
7234 Route 54N, P.O. Box 393, Bath, NY 14810
Minutes of the Regular Meeting September 22, 2022

I. CALL TO ORDER: The Regular Meeting of the Steuben County Economic Development Corporation was called to order at 12:03 pm, by Chairman Mark Alger. Chairman Alger confirmed that there was a quorum present.

Present:	Mark Alger	Chairman
	Tony Russo	Treasurer
	Mike Davidson	Member
	Michelle Caulfield	Member
Absent:	Scott VanEtten	Vice Chair
	Christine Sharkey	Member
	Dean Strobel	Secretary
Others:	James Johnson	
	Jill Staats	
	Stacy Housworth	
	Russ Gaenzle	Counsel (via Zoom)

II. Treasurer's Report:

- a) August 2022 Financials:** A motion to approve the August 8, 2022 Steuben County Economic Development Corporation's financials was made by Mike Davidson, seconded by Tony Russo. All in favor. Approved.
- b) Auditing Services Proposal:** It was reported that the EDC received two proposals from the auditing services RFP that was sent out. Kristie M. Beach, CPA, PLLC and Insero both responded with a proposal. The Finance Committee reviewed both proposals on September 8, 2022 and recommended that the Kristie M. Beach proposal be forwarded to the Board as the preferred proposal. The Board stated that both firms are highly qualified, but preferred Kristie's proposal due to a slightly lower cost and that she has extensive knowledge of the EDC books from her auditing of them while employed at EFPR Group. A motion to approve Kristie M. Beach CPA, PLLC proposal was made by Mike Davidson, seconded by Tony Russo. All in favor. Approved.

III. Secretary's Report:

A motion to approve the April 28, 2022 Steuben County Economic Development Corporation's Regular Meeting minutes was made by Mike Davidson, seconded by Tony Russo. All in favor. Approved.

IV. New Business:

a) 2023 Proposed Budget and PARIS Format:

A motion was made by Michelle Caulfield, seconded by Tony Russo to approve the 2023 EDC Proposed budget and the same budget in PARIS formatting as presented in the board packet. All in favor. Approved.

V. ADJOURNMENT

With no further business to discuss, a motion was made by Tony Russo to adjourn the meeting at 12:12 pm, seconded by Mike Davidson. All in favor. Approved.

Respectfully submitted,

Mark Alger
Chair

Steuben Area Economic Development Corporation

Balance Sheet

As of November 30, 2022

	<u>Nov 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
200 · FIVE STAR checking	139,142.72
201 · Five Star CD - 223481041	98,578.55
Total Checking/Savings	<u>237,721.27</u>
Total Current Assets	<u>237,721.27</u>
TOTAL ASSETS	<u>237,721.27</u>
LIABILITIES & EQUITY	
Equity	
1110 · Retained Earnings	-106,005.81
3000 · Opening Bal Equity	350,430.43
Net Income	-6,703.35
Total Equity	<u>237,721.27</u>
TOTAL LIABILITIES & EQUITY	<u>237,721.27</u>

Steuben Area Economic Development Corporation
Profit & Loss Budget Performance
 November 2022

	Nov 22	Budget	Jan - Nov 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
2140 - Administrative Income	0.00	1,000.00	0.00	7,600.00	7,600.00
7010 - Interest Income	0.00	15.00	147.65	185.00	200.00
Total Income	0.00	1,015.00	147.65	7,785.00	7,800.00
Expense					
6035 - Administrative Expense	25.00	0.00	1,525.00	1,500.00	1,500.00
6180 - Insurance	0.00	0.00	0.00	0.00	0.00
6185 - Liability Insurance	0.00	0.00	401.00	0.00	0.00
Total 6180 - Insurance	0.00	0.00	401.00	0.00	0.00
6270 - Professional Fees					
6650 - Accounting	0.00	0.00	975.00	0.00	0.00
6270 - Professional Fees - Other	0.00	0.00	0.00	2,000.00	2,000.00
Total 6270 - Professional Fees	0.00	0.00	975.00	2,000.00	2,000.00
6670 - Program Expense	0.00	0.00	3,600.00	3,600.00	3,600.00
6850 - Website	0.00	0.00	250.00	2,000.00	2,000.00
6900 - Marketing	0.00	0.00	100.00	2,000.00	2,000.00
Total Expense	25.00	0.00	6,851.00	11,100.00	11,100.00
Net Ordinary Income	-25.00	1,015.00	-6,703.35	-3,315.00	-3,300.00
Net Income	-25.00	1,015.00	-6,703.35	-3,315.00	-3,300.00

Steuben County Industrial Development Agency 2023 Nominating Committee Report

Board Terms

2022

Tony Russo

Michelle Caulfield

2023

Mike Davidson

Chris Sharkey

2024

Mark Alger

Dean Strobel

Appointed to three-year (3) terms by Steuben County Legislature on a rotating basis.

Annual Appointment of Steuben County Legislative Chair

Scott VanEtten

2023 Slate

Tony Russo(Expires 12/31/25)

Michelle Caulfield(Expires 12/31/25)

Scott VanEtten (Expires 12/31/23)

2023 Officers

Mark Alger, Chair

Scott VanEtten, Vice Chair

Anthony Russo, Treasurer

Dean Strobel, Secretary