

**Steuben Area Economic Development Corporation**  
**7234 Route 54N, P.O. Box 393, Bath, NY 14810**  
**Meeting Minutes**  
**March 28, 2024**

- I. **Call to Order** – The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 12:03pm by Chairman Strobel, who confirmed that there was a quorum present.

Present:	Dean Strobel	Chairman
	Kelly Fitzpatrick	Vice Chair
	Mike Davidson	Secretary
	Tony Russo	Treasurer
	Michelle Caulfield	Member
	Sarah Creath	Member
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Matt Bull	Director of Community and Infrastructure Development
	Steve Maier	IDA Counsel
	Russ Gaenzle	IDA Counsel
Absent:	Mark Alger	Member
Guests:	Judith Hunter	Steuben County Clerk
	Kristie Beach	Kristie M. Beach CPAs
	Julie Marshall	Harris Beach
	Jacob Staats	Student

- II. **Oath of Office** – Judith Hunter, Steuben County Clerk, administered the oath of office to new members Sarah Creath and Kelly Fitzpatrick and to renewing member Mike Davidson.
- III. **Secretary's Report** – A motion to approve the January 25, 2024 meeting minutes as presented in the board materials was made by Davidson and seconded Creath. All voted in favor and the motion passed.
- IV. **Treasurer's Report** – Russo advised that there were no changes to the financial position.
- a) **Audit Presentation** – Kristie Beach of Kristie M. Beach CPAs, PLLC reviewed the financial audit, noting that a clean ruling was issued with no material weaknesses reported. She did note that the IT policy would have to be documented later this year after technology updates are made.
- V. **New Business:**
- a) **2024 Policies** – Johnson noted that the annual policy review was completed by Harris Beach and no changes were advised. He also recommended the appointment of Alger as the Ethics Officer and himself as the CFO. Creath motioned to approve the policies and officer appointments as presented, and Fitzpatrick seconded the motion. All voted in favor and the motion passed.
- b) **Ratification of PARIS report** – Johnson presented the PARIS report for approval, noting this entity reports only on the SUNY CCC dorm project for which the EDC offered conduit financing. He also noted the three documents tied to PARIS – Operations and Accomplishments, Performance Measurements, and Management Assessment of Effectiveness of Internal Controls. Davidson motioned to accept the PARIS report and documents and authorize their submission. Russo seconded and all voted in favor. The motion passed.
- c) **Board Evaluations** – Johnson noted that all Board members completed the annual questionnaire and the results were compiled for submission to the ABO upon Board approval. Russo motioned to accept the results and Fitzpatrick seconded the motion. All voted in favor and the motion passed.
- VI. **Adjournment** – With no further business to discuss, a motion was made by Fitzpatrick to adjourn the meeting at 1:11pm, seconded by Russo. All voted in favor and the motion passed.

Respectfully submitted,  
Mike Davidson  
Secretary