

**Steuben Area Economic Development Corporation**  
**7234 Route 54N, P.O. Box 393, Bath, NY 14810**  
**Meeting Minutes**  
**December 12, 2024**

- I. **Call to Order** – The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 12:01 pm 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
	Mark Alger	Member
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Matt Bull	Director of Community and Infrastructure Development
	Russ Gaenzle	IDA Counsel
	Kelly Hortman	Administrative Assistant
Guests:	Kam Keeley	Three Rivers Development

- II. **Secretary’s Report** – Davidson presented the October 24, 2024 meeting minutes as presented in the board materials. A motion to approve the minutes was made by Alger and seconded Creath. All voted in favor and the motion passed.
- III. **Treasurer’s Report** – October/November Financials were reviewed. No changes. Motion to approve the report as presented was made by Fitzpatrick and seconded by Alger. All voted in favor and the motion passed.
- IV. **New Business:**
- a) **Nominations of Officers-** Alger presented the proposed slate of board members and officers which were reviewed and recommended by the nominating committee. No additional nominations from the board were made and the slate was approved as presented on a motion from Creath and a second by Caulfield.
- V. **Adjournment** – With no further business to discuss, a motion was made by Alger to adjourn the meeting at 12:03 pm, seconded by Fitzpatrick. All voted in favor and the motion passed.

Respectfully submitted,  
Mike Davidson  
Secretary