

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

BOARD OF DIRECTORS - MEETING MINUTES

Friday, September 21, 2020

Immediately following Board of Supervisors Meeting

Meeting held via zoom/In-person – recording available

Board Members Present Via Zoom: Dave O'Brien, Jared Humiston, Dana Hogan, Darrell Wilson, Marion Watkins, Lester Losaw, Mark Mahoney, Don Ward, Dan Shaw and Sue Clary (entered 9:06 AM)

Staff Present: Deanna Derway – WCLDC President

I. Call to Order

Chairman Humiston called the meeting to order at 9:00 a.m.

II. Approval of Minutes

After reviewing the minutes from the August meeting, Dave O'Brien made a motion to approve with a second from Marion Watkins and approved unanimously.

III. Executive Director Report

Next, The Board reviewed the current loan list update. Deanna gave the following update on those:

- All but a handful of loans have resumed payments and the other few are scheduled to resume payments in October.

Loan that show as behind

- Dancing Ewe has hired a new bookkeeping company who will be managing his loan payments going forward so, they will be caught up by the end of October.
- Roma is only a few days late as of now but, I will send out a reminder if the payment is not received by next week.
- Slate Town Brewing made their payment on 9/7
- Starky's Grill made a payment on 9/3. He has been going through chemo and apologized for getting behind. I will continue to keep in touch with him to assess his needs as he gets through the treatments and 50% capacity.

Closures

- Harrington's – Foreclosure is still proceeding. They reached out to see if they could liquidate the business assets to pay down debt owed but, neither myself nor our attorney were comfortable bringing it to Committee/BOD to give up our position without further information. We told them we are not opposed to it but, requested that they provide us information on who would be conducting the sale, an estimate of costs of the sale, and obviously a confirmation as to how the funds would be transmitted to GFN (they have the 1st position) to pay down the debt owed.
- Party Pooperz/Hogwash – They are closing and once they have the exact closing date, I will get them payoff statements and they will be paying off both loans with the proceeds from the sale.

IV. Committee Reports

- A. Loan Review Committee – Loan statuses to be discussed under executive director loan list report.
- B. Governance Committee – The Committee reviewed and approved resolution 20-17 on 9/15/20. This resolution will be voted on later in this meeting. Also discussed was the proposed contract with BLDC for year end 2020 PAAA reporting. Once the contract is drafted and approved by the Committees, we will bring the proposed contract to the Board for approval before the end of the year.
- C. Audit & Finance Committee – This Committee also began discussing the proposed work with the BLDC as it pertains to cost. After the contract is drafted and has gone through Governance Committee, we will forward it on to the full Board for approval as a resolution.

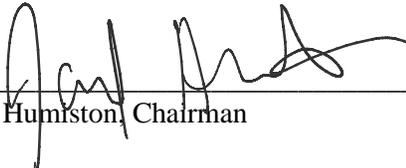
V. Old Business – None

VI. New Business

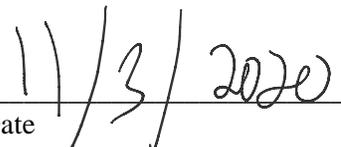
- A. And B.** Next, we reviewed the August monthly financial reports and balance sheets. Deanna talked about the fact that the financials continue to improve slightly each month as the loan portfolio continues to resume regular monthly payments and we see the loan interest income return. We also reviewed the “P&L previous year comparison QuickBooks report” (comparing 2019 with 2020 YTD). Deanna talked about this report and the fact that it shows the gap slowly closing where in June we were at -60% for net income, this has reduced to -47% in August compared to 2019. For income, although improving, we do expect to obviously fall short of our projections for loan interest and origination/closing/application fees due to COVID and the freeze of the loan portfolio. Most of our expenses are based on approved contracts and therefore remain generally flat at -2.4% compared with 2019. There was no further discussion and Lester Losaw made a motion to approve. Marion Watkins seconded, and the August financials were approved unanimously.
- C. Resolution 20-17 – Approving an updated agreement between SUNY Adirondack, Warren and Washington County LDC’s for Start-Up ADK** - Deanna informed the Board that the 3 entities met and discussed some of the changes that we have had to make due to COVID and wanted to update our agreement to reflect them. Some of the changes discussed are as follows: the cost will be increased from \$150 to \$200 per person as this has not been raised in 6 years; the Fall session will be held completely online via zoom/google classroom/EntreSkills; due to the fact that Kim, who is the instructor at the college, has done a tremendous job creating an entirely new delivery method for the course being that COVID hit in the middle of the Spring session, we also have proposed to increase her rate of pay to \$1000 per semester. After there was no further discussion on this agreement, Dave O’Brien made a motion to approve. Don Ward seconded, and it was approved unanimously. Deanna will execute the agreement and send it back to SUNY ADK.
- D.** Updates on the Office of the State Comptrollers Audit – Deanna updated the Board that the Audit by the Comptrollers office continues and believe that they are still in the exploratory phase. Deanna reminded the Board members that still need to complete their PAAA training should address these items ASAP. Deanna will continue to get the Auditors everything that they need and also will continue to give monthly updates on the process and progress.
- E.** Miscellaneous - Start-Up ADK Fall Session – Deanna let the Board know that the fall session of Start-up ADK will be held via zoom and starts again on October 6th and to please forward any interested parties to the LDC.

VII. Adjournment

The meeting was adjourned at 9:20 p.m. Motion made by Lester Losaw, seconded by Dana Hogan and approved by all.



Jared Humiston, Chairman



Date

Submitted by Deanna Derway, Executive Director/President