

**TRUST FOR CULTURAL RESOURCES OF  
THE COUNTY OF ONONDAGA  
Annual Meeting  
March 9, 2022**

The Annual meeting of the Trust for Cultural Resources of the County of Onondaga was held on Wednesday, March 9, 2022 at 333 West Washington Street, Syracuse, New York, 13202.

Trustee Greg Lancette called the meeting to order at 8:38 am with the following:

**PRESENT:**

Greg Lancette  
Robert Petrovich  
Leslie Garcea  
Regina McArthur  
Ryan Smith

**DELAYED:**

**ALSO PRESENT:**

Robert Petrovich, Executive Director  
Carolyn Evans-Dean, Secretary  
Nate Stevens, Treasurer  
Karen Doster, Recording Secretary  
Chris Andreucci, Harris Beach  
Michael Lisson, Grossman St. Amour CPAs  
Breannah Lane, Grossman St. Amour CPAs

**APPROVAL OF ANNUAL MEETING MINUTES – MARCH 10, 2021**

Upon a motion by Leslie Garcea, seconded by Ryan Smith, the CRT Board approved the Annual meeting minutes of March 10, 2021. Motion was carried unanimously.

**ELECTION OF OFFICERS**

Upon a motion by Robert Petrovich, seconded by Ryan Smith, the CRT Board approved a resolution appointing the following as Officers of the Trust: Robert Petrovich-Freedom of Information Act Officer, Greg Lancette-Freedom of Information act Appeals Officer, Carolyn Evans-Dean-Public Information Officer and Nate Stevens-Public Information Officer. Motion was carried unanimously.

#### REVIEW AND APPROVE 2021 ANNUAL AUDIT

Mike Lisson stated the Audit went extremely well and no issues or concerns. He stated it is an unmodified clean audit opinion.

Upon a motion by Robert Petrovich, seconded by Ryan Smith, the CRT Board approved the 2021 Annual Audit of the Trust. Motion was carried unanimously.

#### REVIEW AND APPROVE GOVERNANCE COMMITTEE REPORT

Upon a motion by Regina McArthur, seconded by Greg Lancette, the CRT Board approved a resolution accepting the report of the Governance Committee. Motion was carried unanimously.

#### REVIEW AND APPROVE 2021 ANNUAL REPORT

Upon a motion by Ryan Smith, seconded by Leslie Garcea, the CRT Board approved the 2021 Annual Report of the Trust. Motion was carried unanimously.

#### ACCOUNTS AND SIGNATURE AUTHORIZATION

Upon a motion by Leslie Garcea, seconded by Robert Petrovich, the CRT Board approved a resolution authorizing accounts and signature authority to Greg Lancette, Robert Petrovich, Nate Stevens and Carolyn Evans-Dean. Motion was carried unanimously.

Upon a motion by Leslie Garcea, seconded by Regina McArthur, CRT Board adjourned the meeting at 8:45 am.

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Carolyn Evans-Dean, Secretary

**TRUST FOR CULTURAL RESOURCES OF  
THE COUNTY OF ONONDAGA  
Audit/Finance Committee Meeting  
October 12, 2022**

An Audit/Finance Committee meeting of the Trust for Cultural Resources of the County of Onondaga was held on Wednesday, October 12, 2022 at 333 West Washington Street in the large conference room on the first floor.

Trustee Greg Lancette called the meeting to order at 8:34 am with the following:

**PRESENT:**

Greg Lancette  
Ryan Smith  
Leslie Garcea

**ALSO PRESENT:**

Robert Petrovich, Executive Director  
Nancy Lowery, Secretary  
Nathaniel Stevens, Treasurer  
Karen Doster, Recording Secretary  
Alexis Rodriguez, Assistant Treasurer  
Matthew Pelligra, Economic Development  
Emma Powlin, Harris Beach Law Firm  
Mike Lisson, Grossman St. Amour  
Brianah Lane, Grossman St. Amour

APPROVAL OF AUDIT/FINANCE COMMITTEE MEETING MINUTES-MARCH 9, 2022

Upon a motion by Greg Lancette, seconded by Leslie Garcea, the CRT Board approved the Audit/Finance Committee meeting minutes of March 9, 2022. Motion was carried unanimously.

PRESENTATION OF THE 2022 TRUST FOR CULTURAL RESOURCES PRE-AUDIT

Mike Lisson stated a PowerPoint slide was sent in advance of the meeting. He stated they started doing their pre audit work in the fall timeframe and working with Alexis Rodriguez. He stated he has communicated with Alexis throughout for the different entities that are part of the Office of Economic Development and they are on their way to figuring out the work for the audit coming up. He stated from a professional standard standpoint not a lot of major changes are going to be applicable for CRT from an audit or accounting standard. He stated in the slide deck page 8 & 9 is a summary of some of the things the State Comptroller or the ABO is looking for. He stated they look at a lot of stuff from LDCs such as product monitoring, the project, procurement and policies. He stated CRT has not been subject to a comptroller audit or an ABO audit but the ABO does a

lot of review including website material being posted properly. He stated his team and himself have looked at the website making sure everything is there that needs to be there. He stated he does not see any concerns or issues there. He stated he expect the audit to go extremely well this year.

#### REVIEW AND APPROVE 2023 BUDGET

Nate Stevens gave a brief review of the CRT 2023 budget to be approved by the Audit Finance Committee and then the full Board. He stated there are minimal changes from last year and no real changes to the operations.

Upon a motion by Greg Lancette, seconded by Ryan Smith, the CRT Audit/Finance Committee approved a resolution to transmit CRT's 2023 Budget to the Board for approval. Motion was carried unanimously.

#### REVIEW AUDIT/FINANCE COMMITTEE CHARTER

Nancy Lowery stated there have been no changes.

Upon a motion by Leslie Garcea, seconded by Ryan Smith, the CRT Audit Finance Committee approved a resolution to transmit the Committee Charter without comment to the Governance Committee for review and recommendation to the Board. Motion was carried unanimously.

#### SELF-EVALUATION OF THE COMMITTEE

Nancy Lowery stated everyone is in agreement with the self-evaluation.

Upon a motion by Leslie Garcea, seconded by Ryan Smith, the CRT Audit Finance Committee approved a resolution to transmit the summary evaluation without comment to the Governance Committee for review and recommendation to the Board. Motion was carried unanimously.

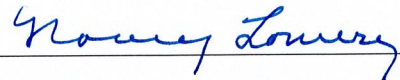
#### REVIEW COMMITTEE ANNUAL REPORT

Nancy Lowery stated gave a brief review of the Committee's annual report

Upon a motion by Ryan Smith, seconded by Leslie Garcea, the CRT Audit Finance Committee approved a resolution to transmit the Annual Report to the Governance Committee for review and recommendation to the Board. Motion was carried unanimously.

ADJOURN

Upon a motion by Greg Lancette, seconded by Ryan Smith, the CRT Board adjourned the meeting at 8:39 am. Motion was carried unanimously.

A handwritten signature in blue ink that reads "Nancy Lowery". The signature is written in a cursive style and is positioned above a horizontal line.

Nancy Lowery, Secretary