

ONONDAGA CIVIC DEVELOPMENT CORPORATION
Governance Committee Meeting Minutes
September 12, 2013

A Governance Committee meeting of the Onondaga Civic Development Corporation was held on Thursday, September 12, 2013 at 333 West Washington Street, Syracuse, New York, 13202, in the large conference room on the first floor.

Cydney Johnson called the meeting to order at 8:15 am with the following:

PRESENT:

Cydney Johnson
James Farrell
Matt McAnaney

ALSO PRESENT:

Honora Spillane, Secretary
Kristi Smiley, Treasurer
Linda McShane, Office of Economic Development
Karen Doster, Office of Economic Development
Christopher Andreucci, Harris Beach

APPROVAL OF REGULAR MEETING MINUTES – DECEMBER 21, 2013

Upon a motion by James Farrell, seconded by Matt McAnaney, the OCDC Board approved the regular meeting minutes of December 21, 2013. Motion was carried unanimously.

REVIEW POST-ISSUANCE COMPLIANCE PROCEDURES

Chris Andreucci stated that the IRS has recently changed it 8038 form which is the form they use to track the issuance of tax exempt bonds. He stated that he is recommending the Board adopt the procedures that essentially say what is already included in the tax compliance agreement. He stated that there is no additional burden on the issuer other than to continue to work with bond counsel.

The Committee and Counsel discussed the procedures.

Upon a motion by Matt McAnaney, seconded by James Farrell, the OCDC Governance Committee approved a resolution accepting the Compliance Procedures. Motion was carried unanimously.

REVIEW PROCUREMENT POLICY

Mary Beth Primo stated that the procurement policy was changed last year and staff is not recommending any changes this year.

Upon a motion by James Farrell, seconded by Matt McAnaney, the OCDC Governance Committee approved a resolution approving the Procurement Policy. Motion was carried unanimously.

REVIEW COMMITTEE CHARTER

Mary Beth Primo stated that there are no recommended changes to the charter.

Upon a motion by James Farrell, seconded by Matt McAnaney, the OCDC Governance Committee approved a resolution approving the Committee Charter without comment. Motion was carried unanimously.

REVIEW BYLAWS

Mary Beth Primo stated that there are no recommended changes to the bylaws.

Upon a motion by Matt McAnaney, seconded by James Farrell, the OCDC Governance Committee approved a resolution approving the Bylaws. Motion was carried unanimously.

REVIEW CODE OF ETHICS

Mary Beth Primo stated that there are no recommended changes to the code of ethics.

Upon a motion by Matt McAnaney, seconded by James Farrell, the OCDC Governance Committee approved a resolution approving the Code of Ethics. Motion was carried unanimously.

Upon a motion by Matt McAnaney, seconded by James Farrell, the OCDC Governance Committee adjourned the meeting at 8:20 am. Motion was carried unanimously.



Honora Spillane, Secretary

