

# *Glenville* Local Development Corporation

## Governance Committee Meeting Minutes

February 20, 2017

**Members Present:** S. Osswald, B. Nissley

**Others Present:** None

**Excused:** N/A

**Meeting Commenced:** 9:00 AM at the Glenville Panera

### **Agenda**

- 1) GLDC Strategic Objectives for 2017 – A sub-group is developing a set of Objectives for 2017. It is intended that the GLDC will have selected set of strategic objectives and initiatives to be accomplished in 2017. **Objectives** and **Initiatives** should include:

#### **a. Objectives**

1. Obtain additional funding – work with Town Planning to identify possible projects. Meet with a person familiar with Grant writing to better understand the Grant process and requirements.
2. Policy for use of De-federalized money – While the current policies could be used, these policies may be too restrictive for de-federalized money. A policy needs to be developed for use of funds for which state and/or federal regulations no longer apply.
3. Continue to improve management and administration – detailed reviews of the GLDC Calendar and Actions Items. Required actions (e.g. Committee meetings) and Management activities (e.g. succession planning) are to be included.

#### **b. Initiatives**

1. Glenville Comprehensive Plan – work with the Town to determine what role the GLDC may play in supporting the Town Plan
2. Yates home restoration/preservation – the GLDC should participate with the town and other organizations (e.g. County, State, Historical Organizations, Union College, etc.).

**Minutes submitted by:** HB Nissley

3. Grow the GLDC Membership – Advertising has had limited success. Marketing of GLDC activities, visible participation in Town events, branding and members recruiting may boost membership.
- 2) Periodic policy reviews for 2017 – Experience has shown that periodic review of GLDC policies is necessary. Periodic reviews are also required by State regulations.
    - a. The Committee will propose and additional GLDC meeting be conducted each month. This meeting is to be a working meeting for all GLDC members. This meeting will focus on management and issues (no Board actions).
    - b. A portion of each meeting will be devoted to a short review of key elements of a selected policy presented by a member. Presentation materials are to be short and succinct (i.e. no more than one page). Materials will be provided to members in advance. Any comments and/or suggested changes to the policy will be provided to the Secretary for resolution.
    - c. A 2017 priority list will be developed.
    - d. Each committee will review and update its charter and post to the GLDC website.
  - 3) Plans to perform Loan Reviews for 2017 – Three loan reviews will be conducted in 2017. The reviews are intended to be completed by the third quarter of 2017.
    - a. Review the current process for improvements – Process will include checklist, advance notice to the loan recipient(s) and face to face meeting. Review summaries will be filed. Findings will be reviewed with the Board.

Next Meeting: **March**

Meeting Recessed: 10:20 AM

Minutes submitted by: HB Nissley