

Board of Directors

Richard Usas
Chairman

Scott Osswald
Vice Chairman

Tracy Conley
Treasurer

Brian Nissley
Secretary

Meeting Minutes: August 28, 2018

Directors Present: R. Usas, S. Osswald, T. Conley, B. Nissley

Others Present: B. Craig, J. Hartzel, C. Hebbard, J. Clouthier, J. Martin

Excused: NA

Meeting Commenced: 7:31 AM

Motion to accept: Minutes of June 26, 2018 (Osswald/Conley) – Unanimous

Report of the Treasurer (Conley):

All loans are current. The report of financial statements for the period ending June 30 and July 31 were presented and discussed. The Annual Budget was discussed. The Budget will be circulated for approval.

Current balances as of June 30, 2018:

First National Bank of Scotia:	\$16,259
First National Bank of Scotia (repayment):	\$131,664
Berkshire Bank:	\$2,042

Current balances as of July 31, 2018:

First National Bank of Scotia:	\$15,709
First National Bank of Scotia (repayment):	\$138,494
Berkshire Bank:	\$2,042

Motion to accept Treasurer's Report for June and July (Nissley/Osswald) – Unanimous

The proposed 2019 Annual Budget was approved September 21, 2018 by email response - Unanimous

Bills and Communications

A Family Fun Day for Jamie McFarland is to be held. Information is on the Glenville Town website.

"It's all right here!"

Reports of Committees

Audit and Finance (Usas)

The Audit & Finance Committee has determined that there is no need to revisit the insurance package at this time. The experience with Marshall and Sterling has been successful, and premiums have remained stable. The contract will not be rebid at this time.

Business Development: (Clouthier)

There is a potential client interested in purchasing equipment to support production.

Loan Review: (Hebbard)

None

Governance: (Osswald)

A review of cyber security process and practices was reviewed. All files are protected. Any files or documents that may contain sensitive and/or private information are retained in a locked cabinet and destroyed when no longer needed. Information is not shared with anyone other than those who need it to complete GLDC business. Keys to locked files are held by the Chairman, the Secretary and the Planning Dept. Administrative Assistant. **Action Item 18-005** is complete.

Secession planning for 2019 needs to be done before November. The recent revision of the Bylaws related to term limits will be discussed.

Reminder: The committee has reviewed the Procurement policy and considers that an RFP for legal services is not necessary, and that a contract can be established under Section III.d.iv (Professional Services) of the policy. The contract will need to be approved by the Board. **Action Item 18-004** was established to track this action.

The recent review of the Action Items list identified that we need to reestablish the periodic review of the GLDC Calendar.

Audit and Finance

The committee met. Meeting minutes will be posted to the GLDC website.

Unfinished Business

Further discussions were held regarding a sponsorship of the ESAM Concorde model restoration and placement on the grounds of the ESAM Museum. To be continued at 9-25-18 meeting. Vice Chair Osswald will present resolution in Chairman Usas' absence. Preliminary slate of directors for 2019 to be discussed at the 9-25-18 Board meeting.

Merger discussion with GBPA on-going .

New Business

None

Resolutions and Motions

Next Meeting: GLDC Working Meeting – **September 11**, 2018 at 7:30 AM
GLDC Board Meeting – **September 25**, 2018 at 7:30 AM

Motion to Adjourn: Osswald/Nissley

Meeting Recessed: The meeting was adjourned at 8:32 AM.