



MONROE COUNTY INDUSTRIAL DEVELOPMENT CORPORATION

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GOVERNANCE COMMITTEE MEETING

October 3, 2017 Meeting

Draft Minutes

Committee Members in attendance: H. Abdul-Wahid, C. Campbell, P. Hin,
S. Strassenburgh

Others: L. Birr, M. Doyle

The meeting of the Governance Committee of the Monroe County Industrial Development Corporation was called to order by S. Strassenburgh as Chair at 8:30 a.m.

Minutes: The draft minutes of the March 7, 2017 Meeting of the Governance Committee were presented. Upon motion made by H. Abdul-Wahid and seconded by C. Campbell, the minutes were unanimously approved.

Board Attendance: The Committee reviewed board meeting attendance and determined that all attendance records are on-target to meet bylaw requirements. S. Strassenburgh will send a letter to Directors who have missed meetings and ask for a recommitment to attend at least 75% of the regularly-scheduled meetings within a calendar year, as the MCIDC bylaws require.

Education and Training of Directors: The Committee discussed the status of Director training, and determined that each Director is in compliance with ABO guidelines. Further discussion was held regarding board responsibility for the SBA 504 program and granting approvals.

Board and Committee Re-Appointments: The Committee discussed board and committee positions which requiring re-appointment at the December 12, 2017 annual board meeting. S. Strassenburgh will send letters to any Directors whose positions require re-appointment.

County Contract: Review was made of the SBA Professional Services Guide, detailing changes which have been incorporated into the annual MCIDC contract with the County, and which have been approved by the County Attorney and by Harris Beach. After discussion, Chair Strassenburgh requested the following resolution: Approval of the Contract between MCDIC and the County of Monroe for the period of January 1, 2017 through December 31, 2017, and confirmation of the following statements:

- (1) The Contract is in compliance with 13 CFR Sections 120.824 and 120.825 and SBA Loan Program Requirements;
- (2) The Contract is subject to pre-approval and yearly review by the SBA;
and
- (3) Submission of the Contract with the Annual Report is required.

Upon motion by H. Abdul-Wahid, second by C. Campbell, all aye, the Committee approved the resolution for recommendation to the Board.

There being no further business to discuss, upon motion made by S. Strassenburgh and seconded by H. Abdul-Wahid, the meeting of the Governance Committee was adjourned.

Respectfully submitted,

Hanif Abdul-Wahid, MCIDC Secretary