

City of Tonawanda Local Development Corporation (LDC) Meeting Minutes

Date: January 23, 2018

Location: 35 Main Street, Tonawanda, NY 14150.

Board Members Attending: Jason Knight (early departure (6:00) due to meeting conflicts), Alice Roth, John Guido, George Ferber, Fred Foels, Charlie Rech, Jackie Smilinich and Dawn Kammerdeiner.

Others in Attendance: Allison Harrington (Executive Director), Roxanne Kise (Consultant), Larry Francer (Landmark Society of Western New York), Caitlin Meives (Landmark Society of Western New York) and Doug Taylor (Lumber City Development Corporation / Advisor).

Meeting called to order by President Jason Knight at 4:35 pm.

MOTION: Jason motioned to approve the minutes from November 28, 2017. Second by John. Motion carried unanimously.

Discussion Points:

- Landmark Society of Western New York provided a presentation and explanation of their role and that of Western Erie Canal Alliance (WECA) in the completion of the main street program grant.
- Larry and Roxanne discussed percent completion of tasks, current payment and use of funds within the main street program grant.
- Discussion of technical assistance funding as part of the main street program grant. Funding can be used for projects that the Board would like to see accomplished, that fulfill the requirements of the grant. Projects discussed include: development of a national historic district, economic development, architectural renderings.
- Larry discussed the Landmark Society's Affiliate Program and the potential for Tonawanda to join the program.
- Charlie discussed a potential agreement between the Community Development Authority (CDA) and the LDC to provide funding to the LDC as well as other potential funding opportunities.
- Taxes for the year 2017 must be filed from date of incorporation either via
 - short year or
 - one-year date of incorporation of the LDC
- The Title CEO cannot be used in the LDC; alternate suggestion is Executive Director.

- Bank – LDC must have a banking account. Signatures, most likely John as Treasurer and Jason as President.

MOTION: Alice motioned LDC to use M&T, Broad Street, Tonawanda, NY; further, John secure paperwork for said account. Second by George. Motion carried unanimously.

- Insurance – John will bring minimum of two quotes to the February meeting for Liability, Director and Officers, and Employee.
- Allison outlined the structure of the LDC, including how Tonawanda Main Street is a Committee of the LDC as are the Economic Revitalization, Historic Preservation, and Marketing Committees (which were developed through the main street grant) as well as the Governance Committee and the Audit and Finance Committee (which were developed to fulfill the requirements of the LDC).

NEW BUSINESS

Committees/By-Laws

- By Laws will required clarification
 - CEO / Executive Director title
 - Nomination Process
 - Audit & Finance
 - Governance
 - Number of members appointed to Board

MOTION: Charlie motioned to appoint John as Chair of the Audit Committee. Alice seconded, MOTION CARRIED UNANIMOUSLY by all in attendance, Jason Knight absent.

MOTION: Alice motioned to appoint Jackie to a three (3) year term on the board. Charlie Seconded. MOTION CARRIED UNANIMOUSLY by all in attendance, Jason Knight absent.

LDC participated in a joint proposal for the Reimagine the Canals grant competition.

JKLA provided draft information on design standards and tactical event summary, information will be circulated for review.

Entrepreneurial Training Session (focus on Social Media marketing) to be held at Senior Center on Tuesday, February 27th 2018 at 6 PM.

Next Regular Board meeting is scheduled for Tuesday, February 27th 2018 at 4:30 pm at the Senior Center.