



**GCEDC Audit & Finance Committee Meeting**  
**Wednesday, July 6, 2022**  
**Location: 99 MedTech Drive, Innovation Zone**  
**11:00 a.m.**

**MINUTES**

**ATTENDANCE**

Committee Members: P. Zeff, P. Battaglia, T. Bender  
Staff: L. Farrell, L. Casey, M. Masse, J. Krencik, S. Hyde, C. Suozzi  
Guests: D. Cunningham (GGLDC Board Member), M. Zimmerman (Harrison Studios)  
Absent: M. Gray

**1. CALL TO ORDER / ENTER PUBLIC SESSION**

P. Zeff called the meeting to order at 11:05 a.m. in the Innovation Zone.

**2. Chairman’s Report & Activities**

**2a. Agenda Additions / Other Business** – Nothing at this time.

**2b. Minutes: May 31, 2022**

**T. Bender made a motion to approve the May 31, 2022 minutes; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

P. Battaglia - Yes  
M. Gray - Absent  
T. Bender - Yes  
P. Zeff - Yes

**The item was approved as presented.**

**3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS OF THE COMMITTEE:**

**3a. May 2022 Financial Statements-** L. Farrell reviewed with the Committee the significant items of the May 2022 long form financial statements.

- Accounts receivable decreased by about \$280,000. We received final payment from HP Hood (\$279,600) from a 2017 termed out project origination fee.
- There were no significant changes on the balance sheet.
- In the operating fund, we received the project origination fee from J&R Fancher.
- All expenditures are in line with the budget except as noted. Operating expenses that are over budget are related to expenditures that are front loaded (i.e. Unemployment Insurance, HSA contributions, Dues & Subscriptions).
- In the STAMP fund, there were no GURFs submitted.

- Other than the above-mentioned items, there is normal monthly activity on the income statements for all funds for May.

**P. Battaglia made a motion to recommend to the full Board the approval of the May 2022 Financial Statements as presented; the motion was seconded by T. Bender. Roll call resulted as follows:**

P. Battaglia - Yes  
M. Gray - Absent  
T. Bender - Yes  
P. Zelif - Yes

**The item was approved as presented.**

**3b. Assessment of the Effectiveness of Internal Control** –Public Authorities Law requires all public authorities to complete an annual assessment of the effectiveness of their internal control structures and procedures.

The 2022 Assessment of the Effectiveness of Internal Controls identifies and summarizes the controls in place for major business functions. There are a few updates to the detailed control narrative. The changes that were made to that document since they were reviewed and approved last year were highlighted in yellow and included with the meeting materials. A list of vendors that the Committee has authorized staff to pay online is included as part of the narrative. The Town of Batavia (Water/Sewer) has been added to the list of vendors that can be paid online and Level 3 (Internet & Phone) and Verizon (Elevator Security Phone) were removed as we do not use these vendors for those services anymore.

The Committee is asked to review and approve the Assessment of the Effectiveness of Internal Controls annually (this is not brought to the full Board for approval).

**P. Battaglia made a motion to approve of the Assessment of the Effectiveness of Internal Control as presented; the motion was seconded by T. Bender. Roll call resulted as follows:**

P. Battaglia - Yes  
M. Gray - Absent  
T. Bender - Yes  
P. Zelif - Yes

**The item was approved as presented.**

**3c. Indemnity Agreement & Logging Contract for Leroy Food & Tech Park** – The GCEDC was approached by a logging company requesting permission to cross land that the GCEDC owns to access a parcel owned by a third party to do some logging. The logging company has already entered into an agreement to cover any damage to crops caused by their access road. The GCEDC then asked the logging company to provide an estimate of what they would pay the GCEDC to log some of the property that it owns. The purpose of this would be to help expand potential developable property at the site to allow for more development. The GCEDC has confirmed with its environmental firm, CC Environment and Planning, that the area is not wetland and can be developed. The GCEDC would leave some wooded areas along the property line to allow for screening from any potential projects that would locate at the site.

**Fund Commitment:** None.

The Committee requested additional information related to the logging contract. They would like to know if the tops will be removed and how many acres will be logged. M. Masse will report his findings to the full Board on July 7.

The Committee did not make a recommendation. Additional discussion will take place at the Board meeting prior to seeking approval.

**3d. Key Bank Line of Credit Renewal** – The GCEDC has a \$1M demand line of credit. This was discussed in previous years and it eliminated the non-usage fee and ultimately afforded the GCEDC the comfort of having a line in place if needed, however there is no guarantee that the money is available during the negotiated term. Moving forward there are only internal bank credit reviews/renewals, but no need to sign or update documentation annually unless the terms were to change. Any future modifications to the line are always less expensive and normally faster if the line is existing.

**Fund commitment:** None.

**T. Bender made a motion to recommend to the full Board the approval of the Key Bank demand line of credit renewal at the same terms; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

P. Battaglia - Yes  
M. Gray - Absent  
T. Bender - Yes  
P. Zelif - Yes

**The item was approved as presented.**

**3e. Semicon West** – With the support of National Grid, the GCEDC is joining our partners in the New York Loves Nano delegation at the 2022 Semicon West semiconductor industry conference in San Francisco July 12-14. The GCEDC participates in this conference annually and we have found it an effective sales and marketing activity in a key industry sector for STAMP.

The proposed funding process for the delegation's booth and reception has changed this year, with organizations like the GCEDC directly sponsoring the booth and reception. Previously, organizations funded a share of the gap between costs and received sponsorships.

For the 2022 Semicon West, we are proposing to sponsor the delegation as a Silver Sponsor (\$5,000), and with the combined support of Invest Buffalo Niagara and Greater Rochester Enterprise we will receive the benefits of a Gold Sponsor, including exhibitor hall badges and graphic displays on the booth's exterior and interior.

This project was anticipated in two budget lines in the 2022 Marketing Operations Budget totaling \$7,700. The proposed cost is contained within the Booth line item.

- Booth: \$5,200
- Reception: \$2,500

The GCEDC thanks National Grid for their support of this project.

**P. Battaglia made a motion to recommend to the full Board the approval of the Semicon West Sponsorship not to exceed \$5,000 as presented; the motion was seconded by T. Bender. Roll call resulted as follows:**

P. Battaglia - Yes  
M. Gray - Absent  
T. Bender - Yes  
P. Zelif - Yes

**The item was approved as presented.**

#### **4. ADJOURNMENT**

As there was no further business, P. Battaglia made a motion to adjourn at 11:16 a.m., seconded by T. Bender and passed unanimously.