

**Griffiss Local Development Corporation
Board of Directors Meeting Minutes
584 Phoenix Drive - Rome, NY
December 13, 2018 - 4:20 p.m.**

Members Present: Elis Delia; Frank Vetrone; Franca Armstrong (via teleconference); Kevin Martin; Dave Russell; Deb Grogan; John Mazzaferro; Eric Pietrowski; Chad Lawrence

Others Present: Fred Arcuri; Steve DiMeo; Shawna Papale; Maureen Carney; Garrett Zyskowski; Jen Waters; Jef Saunders

Mr. Delia called the meeting to order at 4:23 p.m.

Upon a motion by Mr. Martin, and seconded by Ms. Grogan, the board unanimously approved the minutes from the October board meeting.

Financials:

Ms. Carney presented the interim monthly financial statements, citing the detailed financial notes that were provided in advance of the meeting and pointed to the fluctuation in cash over the 12 month period.

Ms. Carney also presented the draft 2019 budget, which has previously been reviewed and approved by the Finance Committee.

On a motion by Ms. Grogan, seconded by Mr. Vetrone, the board unanimously approved the 2019 budget, as submitted.

Committee Reports:

Mr. Delia presented the board with a slate of 2019 officers, as follows:

Elis Delia – Chair
Frank Vetrone – Vice Chair
Kevin Martin – Treasurer
Fred Arcuri - Secretary

On a motion by Mr. Lawrence, seconded by Mr. Mazzaferro, the board unanimously approved the slate of officers, as submitted.

Professional Service Agreement:

Ms. Papale presented the board with the 2019 staff services agreement with Mohawk Valley EDGE. Counsel stated that the document was reviewed and approved prior to the meeting.

On a motion by Mr. Vetrone, and seconded by Mr. Martin, the board unanimously approved the staff services agreement with Mohawk Valley EDGE, as submitted.

On a motion by Mr. Vetrone, seconded by Ms. Grogan, the board unanimously approved the facility maintenance agreement with GPLA, as submitted.

There being no further business, the meeting was adjourned by consensus 4:45 p.m.

Respectfully submitted,

Frederick Arcuri