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Member

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Albany County - New York

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DRAFT MINUTES Governance Committee Meeting April 27, 2011

A meeting of the Town of Bethlehem Industrial Development Agency Governance Committee Meeting was convened in public session in the Bethlehem Town Hall, 445 Delaware Avenue, Delmar, NY at 7:30 a.m., on Wednesday, April 27, 2011.

Attendance was recorded as follows:

Sam NeJame, Chair
Joe Richardson
Stephen Rosenblatt
Terry Ritz
Tom Connolly
Robin Nagengast

Chairman NeJame called the meeting to order at 7:32am.

Approval of Minutes

A motion was made by Mr. Richardson, seconded by Mr. NeJame, to approve the minutes of the Governance Committee Meeting held May 26, 2010. Mr. Rosenblatt abstained as he was not an IDA member in 2010 and didn't attend the meeting.

Discussion Current Best Governance Practice

The committee reviewed the BIDA Governance Committee Charter in conjunction with the Authorities Budget Office (ABO) Model Charter and the ABO Advice on Understanding Corporate Governance Concepts. Mr. Connolly advised there have been no legal changes.

Upon a motion by Mr. Rosenblatt, seconded by Mr. Richardson, the committee unanimously agreed to make no changes to the BIDA Governance Committee Charter.

Discussion Corporate Governance Trends

There was a brief discussion and there are no new trends that merit further consideration. Mr. Richardson suggested at some point the Committee may consider whether to request the Agency members to perform a self-evaluation.

Review 2010 Evaluation of Board Performance by BIDA Members

The tabulated results of the evaluation were reviewed and feedback was provided on improving the format. There was a brief discussion of how to analyze the data. The members would like to continue to use the BIDA evaluation form as opposed to adopting the form provided by the ABO Policy Guidance. The results need to be reported to the ABO.

Upon motion by Mr. Rosenblatt, seconded by Mr. Richardson, the committee unanimously agreed to permit Mr. Connolly to file the 2010 Evaluation of Board Performance with format changes.

Advise Town Board on Skills and Experiences required of Potential Agency Members

If an Agency vacancy occurs, Chairman NeJame can use a template drafted in 2010 to recommend qualifications to the Town Board for considering nominees without holding a special meeting.

Upon motion by Mr. Richardson, seconded by Mr. Rosenblatt, the committee unanimously agreed to adopt the form letter to be submitted by the Governance Committee to the Town Board for future vacancies.

Review Training of New Members and Staff

All members and staff are up to date on training.

Meeting Schedule

Fall 2011 TBD

Motion to Adjourn

A motion to adjourn was made by Mr. Rosenblatt, seconded by Mr. Richardson, and unanimously approved by all Members present at 9:13am.

Respectfully submitted,
Robin Nagengast