

**Frank S. Venezia**  
*Chairman*

**Joseph P. Richardson**  
*Vice Chairman*

**Tim McCann**  
*Secretary*

**Victoria Storrs**  
*Assistant Secretary*

**Sandra Shapard**  
*Member*

**Tim Maniccia**  
*Member*

**David Kidera**  
*Member*

**TOWN OF BETHLEHEM**  
*Albany County - New York*

**INDUSTRIAL DEVELOPMENT AGENCY**  
445 DELAWARE AVENUE  
DELMAR, NEW YORK 12054  
Telephone: (518) 439-4955  
Fax: (518) 439-5808  
www.bethlehemida.com

**Thomas P. Connolly**  
*Executive Director,  
Assistant Secretary and  
Agency Counsel  
518-447-3303*

**Allen F. Maikels**  
*Treasurer, Chief Financial  
Officer and Contracting Officer  
518-487-4679*

**Elizabeth Staubach**  
*Economic Development  
Coordinator  
Ext. 1189*

**Robin Nagengast**  
*Assistant to the Executive  
Director and Clerk  
Ext. 1164*

**MINUTES**  
**GOVERNANCE COMMITTEE MEETING**  
**February 26, 2016**

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 8:45 a.m., on Friday, February 26, 2016.

Attendance was recorded as follows:

Joe Richardson, Chair  
Sandra Shapard  
David Kidera  
Tom Connolly  
Liz Staubach

Chairman Richardson called the meeting to order at 8:45 am and welcomed new member David Kidera appointed at the February 26, 2016 Annual Meeting.

**Approval of Minutes**

Upon motion by Ms. Shapard, seconded by Chairman Richardson, the members approved the minutes of the Governance Committee Meeting held on March 27, 2015. Mr. Kidera abstained.

**Review 2015 Evaluation of Board Performance by BIDA Members**

The Committee reviewed the anonymous, tabulated results of the members' evaluation of the performance of the Board in 2015. There was a discussion of how the questions might be updated and the possibility of a retreat to discuss marketing efforts, etc. The evaluation will be shared with the full board at the March 25 meeting.

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

Members added the word 'independent' to the letter to be sent to Supervisor Clarkson and the Town Board if a vacancy at the Agency occurs.

Upon motion by Ms. Shapard, seconded by Mr. Kidera, the Committee unanimously approved the March 27, 2015 letter to advise the Town Board in the event of vacancies.

**Review Training of New Members and Staff**

Mr. Maniccia, Mr. Kidera and Ms. Staubach will receive a link to the ABO website to schedule training. There was a discussion of if and when to retrain members, if appropriate.

**Discussion Current Best Governance Practices**

The Committee agreed it was also appropriate to add the word 'independent' to the Governance Committee Charter. The IDA Board will consider the change at the next meeting. There was a discussion of the bringing the possibility of scheduling a training workshop in the Fall to the full board.

**Motion to Adjourn**

The meeting was adjourned at 9:59am on a motion by Ms. Shapard, seconded by Mr. Kidera.

Respectfully submitted,  
Robin Nagengast