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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

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MINUTES GOVERNANCE COMMITTEE MEETING May 26, 2017

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 9:45am on Friday, May 26, 2017.

Attendance was recorded as follows:

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

Chairman Richardson called the meeting to order at 9:45am.

Approval of Minutes

Upon motion by Ms. Shapard, seconded by Mr. Kidera, the members approved the minutes of the Governance Committee Meeting held on February 26, 2016.

Review 2016 Evaluation of Board Performance by BIDA Members

The Committee reviewed the results of the members' evaluation of the performance of the Board in 2016. There was a discussion of including a section for comments under each question and possibly producing for completing electronically. The evaluation will be shared with the full board.

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

After a discussion, members determined the current letter needed no changes.

Upon motion by Mr. McCann, seconded by Mr. Kidera, the Committee unanimously approved the letter to advise the Town Board in the event of vacancies.

Review Training of New Members and Staff

All members have participated in ABO Training. As the statute recommends training on an ongoing basis, it was suggested that members who trained more than five years ago do the online training.

Discussion Current Best Governance Practices

The Committee reviewed the Governance Committee Charter and made no changes. The Committee talked about ways to communicate the work and the effectiveness of the Agency to town officials and residents.

Motion to Adjourn

The meeting was adjourned at 10am on a motion by Mr. Kidera, seconded by Ms. Shapard.

Respectfully submitted,
Robin Nagengast