



Board of Directors Meeting

MINUTES OF THURSDAY, August 10, 2023

The Board of Directors of CAPE VINCENT LOCAL DEVELOPMENT CORPORATION met on Thursday, August 10, 2023, at 5:30 PM at Recreation Park, Cape Vincent, NY.

Attendance

A quorum was present. Board Members present in person:

Mary Farrell, Bill McDonough, Carol Thomas, Dan Wiley, Jeanie Fitzgerald, Mandy Mason

Board Member Remote: Joe DeJoia

Board Member Absent: Pam Youngs

In accordance with the agenda, the following matters were considered by the Board.

Call to Order/Pledge of Allegiance/Roll Call

The meeting was called to order at 5:27 pm.

Approval of Minutes

Approval of minutes for July 13th, 2023. Motion made by Mandy Mason, Seconded by Dan Wiley.

Special Reports

Scott Burto provided a written report prior to the meeting, no questions were discussed regarding Scott's Report.

- **NY Forward**, Mary Farell attended the public meeting and provided a summary of the projects being considered by the planning committee, which is comprised of local representatives, those projects can be viewed at Cape-Vincent NY Forward.com. Mary reported that there were 23 projects in consideration.
- Mary also obtained the results of the resident survey that was also conducted.



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Committee Reports: Finance

Finance- Carol Thomas reviewed our finance standing. July bank statement and Financial Reports are uploaded in the share files.

Carol also provided an update on the 501c3 Application, as to if we could expedite the application process she reported that we did not have any justification to request our application to be expedited.

The 2024 Budget was presented to the board and the budget will be presented during the joint village/ town meeting on September 14th. Approval of the 2024 budget- motion made by Bill McDonough, Seconded by Jeanie Fitzgerald.

Committee Reports – Governance

Bill McDonough and Mandy Mason provided an update on their review of the bylaws in relationship to the Certificate of Incorporations and found no issues of concern. The only item the committee suggested was to add to the bylaws, specific joint meetings with the town and village, be specified with target dates.

Please note Dan Wiley reference if the board is recommending an adjustment to our bylaws, it would require notice of a public meeting.

Committee Reports – Club Street

Club Street- moving forward to acquire identified properties- letter of intents, purchase agreements and deposits have been executed.

Old Business

- Resolution 2013-08-01 Jim McQueeny, Board Appointment -Approved, Motion made by Dan Wiley and Seconded by Mandy Mason.
- Executive Director TI Sun Advertisement posted on August 9th, 2023, with a deadline for RFP's of 8-30-2023.
- Focus Group, initial focus group scheduled of 8-14-23 at 3pm. Restaurant orientation for our first group.
- Update on Town Activities, Dan Wiley, nothing new to report
- Update on Village Activities, Pam Youngs absent, see Club Street Details
- Update on Web Site, Joe DeJoia, completed updates to the website to ensure the site is compliant and will update board member page as well as the 2024 budget.
- Update on Child Care Project- Mandy Mason, nothing new to report.
- Update on FDRLO-Bill McDonough/ Mandy Mason, it was recommended that we approach the Chamber to introduce the concept of collaboration, in reference to their social media platform.



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New Business

- Presentation was discussed for the joint Village/Town September Meeting. Mary developed a drafted PowerPoint presentation with specific highlighted accomplishments that were achieved in 2023.

Adjournment

- The board then adjourned to an executive session to discuss the Executive Director job description. The meeting ended at 6:45pm