

Essex County Capital Resource Corporation
March 28, 2012 11:00 AM
7566 Court Street

Present: Darren Darrah
Jorja Sanders
Charles Bryant
Gerald Morrow
Joseph Kusalonis
Jamie Rogers
James Bowen

Also Present: Jody Olcott
Carol Calabrese

Chairman Darren Darrah called the meeting to order at 9:00AM.

Approval of Minutes

1. November 15, 2011 Meeting Minutes

Motion #2012-1: A motion to approve the November 15, 2011 meeting minutes was made by Jamie Rogers and seconded by Darren Darrah. All members were in favor.

New Business

1. Adoption of 2011 Annual Report

Motion #2012-2: A motion to approve the adoption of the 2011 Annual Report was made by James Bowen and seconded by Jamie Rogers. All members were in favor.

2. Adoption of 2011 OSC Report

Motion #2012-3: A motion to approve the adoption of the 2011 OSC Report

3. Review and Adoption of all CRC Policies

- a. Property Disposal Policy
- b. CRC By-Laws
- c. Code of Conduct Policy
- d. Audit & Payment Procedures
- e. Designate Briggs Norfolk as Records Access Officer (FOIL)
- f. Designate Champlain National Bank as Official Bank
- g. Designate Press Republican & Denton Publications as Official Newspapers

Motion #2012-4: A motion to approve the adoption of the Property Disposal Policy, CRC by-Laws, Code of Conduct Policy, Audit & Payment Procedures, designate Briggs Norfolk as Records Access Officer (FOIL), designate Champlain National Bank as Official Bank and designate Press Republican and Denton Publications as Officials Newspapers was made by Joseph Kusalonis and seconded by Darren Darrah. All members were in favor.

h. Annual Mission Statement and Measurement Report for 2011

Motion #2012-5: A motion to approve the Annual Mission Statement and Measurement Report for 2011 was made by Jamie Rogers and seconded by James Bowen. All members were in favor.

i. Elect Committees

a. Governance Committee – Jorja Sanders, Darren Darrah, Jamie Rogers

b. Audit Committee – Joseph Kusalonis, Charles Bryant, James Bowen

Motion #2012-6: A motion to approve election of committee officers for IDA and CRC was made by Gerald Morrow and seconded by James Bowen. All members were in favor.

Adjourn

Motion #2012-7: A motion to adjourn the meeting at 10:55AM was made by Jorja Sanders and seconded by Joseph Kusalonis. All members were in favor.