

Albany County Business Development Corporation
5 Computer Drive South, Colonie, NY

Board of Directors Meeting

December 20, 2018
8:30 AM

AGENDA

- | | | |
|---|----------------------------|------|
| Welcome | <i>Nancy Carey Cassidy</i> | |
| 1. Review of November 15, 2018 minutes | <i>Nancy Carey Cassidy</i> | VOTE |
| 2. Loan Application for Review
· Merit Pages, Inc. | <i>John Skrobela</i> | VOTE |
| 3. Pipeline / Portfolio Updates | <i>John Skrobela</i> | |
| 4. Other Business | <i>Nancy Carey Cassidy</i> | |
| 5. Adjournment | <i>Nancy Carey Cassidy</i> | |

Albany County Business Development Corporation
5 Computer Drive South, Colonie, NY

Board of Directors Meeting

November 15, 2018
8:30 AM

AGENDA

Welcome	<i>Nancy Carey Cassidy</i>	
1. Review of September 20, 2018 minutes	<i>Nancy Carey Cassidy</i>	VOTE
2. Ratify September 25, 2018 email votes	<i>Nancy Carey Cassidy</i>	VOTE
a. Reeves Associates, LLC Modification Request		
3. Ratify October 25, 2018 email votes	<i>Nancy Carey Cassidy</i>	VOTE
a. ACBDC Investment Policy		
b. ACBDC Four-Year Budget		
c. Thermoaura, Inc. Loan Modification Request		
4. Loan Application for Review	<i>John Skrobela</i>	VOTE
• Garden Bistro 24 at Vista, Inc.		
5. Loan Renewal / Maturity Extension	<i>John Skrobela</i>	VOTE
• Mug Shots, LLC		
6. Loan Renewal / Maturity Extension	<i>John Skrobela</i>	VOTE
• Unique Catering of Albany, Inc.		
7. Third Quarter 2018 Financials (to be distributed at meeting)	<i>Allen Maikels</i>	VOTE
8. Third Quarter 2018 Agency Voucher (to be distributed at meeting)	<i>Allen Maikels</i>	VOTE
9. Pipeline / Portfolio Updates	<i>John Skrobela</i>	
10. Other Business	<i>Nancy Carey Cassidy</i>	
11. Adjournment	<i>Nancy Carey Cassidy</i>	

Albany County Business Development Corporation
5 Computer Drive South, Colonie, NY

Board of Directors Meeting

September 20, 2018
8:30 AM

AGENDA

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|---|-----------------------------------|------|
| Welcome | <i>Nancy Carey Cassidy</i> | |
| 1. M&T Bank presentation
(to be distributed at meeting) | <i>Liz Peters, Vice President</i> | |
| 2. Review of August 16, 2018 minutes | <i>Nancy Carey Cassidy</i> | VOTE |
| 3. Loan Application for Review <ul style="list-style-type: none">• A. Phillips Hardware, Inc. | <i>John Skrobela</i> | VOTE |
| 4. Pipeline / Portfolio Updates | <i>John Skrobela</i> | |
| 5. Other Business | <i>Nancy Carey Cassidy</i> | |
| 6. Adjournment | <i>Nancy Carey Cassidy</i> | |

Albany County Business Development Corporation
5 Computer Drive South, Colonie, NY

Board of Directors Meeting

August 16, 2018
8:30 AM

AGENDA

Welcome	<i>Nancy Carey Cassidy</i>	
1. Review of July 19, 2018 minutes	<i>Nancy Carey Cassidy</i>	VOTE
2. Loan Application for Review <ul style="list-style-type: none">• Tech East Construction, Inc.	<i>John Skrobela</i>	VOTE
3. Loan Application for Review <ul style="list-style-type: none">• Raff & Associates, Inc. dba California Closets	<i>John Skrobela</i>	VOTE
4. Loan Renewal / Maturity Extension <ul style="list-style-type: none">• Star Improvements, Inc.	<i>John Skrobela</i>	VOTE
5. Second Quarter 2018 Financials	<i>Allen Maikels</i>	VOTE
6. Loan Loss Reserve Update	<i>Allen Maikels</i>	
7. Portfolio as of June 30, 2018	<i>Allen Maikels</i>	
8. Second Quarter 2018 Agency Voucher	<i>Allen Maikels</i>	VOTE
9. Pipeline / Portfolio Updates	<i>John Skrobela</i>	
10. Other Business	<i>Nancy Carey Cassidy</i>	
11. Adjournment	<i>Nancy Carey Cassidy</i>	

Albany County Business Development Corporation
5 Computer Drive South, Colonie, NY

Board of Directors Meeting

July 19, 2018
8:30 AM

AGENDA

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| Welcome | <i>Nancy Carey Cassidy</i> | |
| 1. Review of May 17, 2018 minutes | <i>Nancy Carey Cassidy</i> | VOTE |
| 2. Loan Renewal / Maturity Extension <ul style="list-style-type: none">• Desco Enterprises, Inc. | <i>John Skrobela</i> | VOTE |
| 3. EDA Updates | <i>John Skrobela</i> | |
| 4. Pipeline Updates | <i>John Skrobela</i> | |
| 5. Other Business | <i>Nancy Carey Cassidy</i> | |
| 6. Adjournment | <i>Nancy Carey Cassidy</i> | |

Albany County Business Development Corporation
5 Computer Drive South, Colonie, NY

Board of Directors Meeting

May 17, 2018
8:30 AM

AGENDA

Welcome	<i>Nancy Carey Cassidy</i>	
1. Review of April 19, 2018 minutes	<i>Nancy Carey Cassidy</i>	VOTE
2. Loan Application for Review <ul style="list-style-type: none">• 2Communique, Inc.	<i>John Skrobela</i>	VOTE
3. Loan Renewal / Maturity Extension <ul style="list-style-type: none">• INF Properties Watervliet, LLC	<i>John Skrobela</i>	VOTE
4. First Quarter 2018 Financials	<i>Allen Maikels</i>	VOTE
5. First Quarter 2018 Agency Voucher	<i>Allen Maikels</i>	VOTE
6. Other Business	<i>Nancy Carey Cassidy</i>	
7. Adjournment	<i>Nancy Carey Cassidy</i>	

Albany County Business Development Corporation
5 Computer Drive South, Colonie, NY

Board of Directors Meeting

April 19, 2018
8:30 AM

AGENDA

Welcome and introductions	<i>Nancy Carey Cassidy</i>	
1. Review of March 27, 2018 minutes	<i>Nancy Carey Cassidy</i>	VOTE
2. Loan Application for Review <ul style="list-style-type: none">• Priority Medical Services, PLLC	<i>John Skrobela</i>	VOTE
3. Loan Modification <ul style="list-style-type: none">• Thermoaura, Inc.	<i>John Skrobela</i>	VOTE
4. Audit Committee Resolution	<i>Pat Maguire</i>	VOTE
5. Pipeline / Market Updates	<i>John Skrobela</i>	
6. Other Business	<i>Nancy Carey Cassidy</i>	
7. Adjournment	<i>Nancy Carey Cassidy</i>	

Albany County Business Development Corporation
5 Computer Drive South, Colonie, NY

Board of Directors Meeting

March 27, 2018
8:30 AM

AGENDA

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|---|---|
| Call to order | <i>Nancy Carey Cassidy</i> |
| 1. Audit Presentation | <i>Kevin Testo, CPA, Partner
Cori Smith, CPA, Manager
Bonadio & Co.</i> |
| 2. Questions to auditor | |
| 3. Recommendation from Audit Committee | <i>Jeff Stone</i> |
| 4. Vote on Audited Financial Statements | <i>Nancy Carey Cassidy</i> |
| 5. Review of February 15, 2018 minutes | <i>Nancy Carey Cassidy</i> |
| 6. Portfolio updates | <i>John Skrobela</i> |
| 7. Public Authority Annual Requirement <ul style="list-style-type: none">• Confidential Evaluation of Board Performance | <i>Christine Thompson</i> |
| 8. Other Business | <i>Nancy Carey Cassidy</i> |
| 9. Adjournment | <i>Nancy Carey Cassidy</i> |

Albany County Business Development Corporation
5 Computer Drive South, Colonie, NY

Audit Committee Meeting

Tuesday, March 27, 2018
8:00 a.m.

AGENDA

Audit Committee Meeting –

Members of Committee: Bob Dollar, Allen Maikels, Jeff Stone

1. Welcome Jeff Stone, Chair
2. Review of February 13, 2018 minutes Jeff Stone
3. Audit Review Kevin Testo, CPA, Partner,
Cori Smith, CPA, Manager,
Bonadio & Co.
4. Questions to auditor

EXECUTIVE SESSION

5. Motion to recommend for acceptance the Audited Financial Statements
6. Meeting Adjourned Jeff Stone

Albany County Business Development Corporation
5 Computer Drive South, Colonie, NY

Board of Directors Meeting

February 15, 2018
8:30 AM

AGENDA

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|---|----------------------------|------|
| 1. Call to order, welcome & introduce new board members | <i>Nancy Carey Cassidy</i> | |
| 2. Appointment of committee members & Audit Chair | <i>Nancy Carey Cassidy</i> | VOTE |
| 3. Review of December 21, 2017 minutes | <i>Nancy Carey Cassidy</i> | VOTE |
| 4. Ratify January 18, 2018 email votes
a. 219 Warehouse Grill, LLC | <i>Nancy Carey Cassidy</i> | VOTE |
| 5. Fourth Quarter Agency Voucher | <i>Allen Maikels</i> | VOTE |
| 6. Review of Loan Loss Reserve | <i>Allen Maikels</i> | VOTE |
| 7. Year-end 2017 Financials – pre-audit | <i>Allen Maikels</i> | VOTE |
| 8. AI Tech Portfolio as of December 31, 2017 | <i>Allen Maikels</i> | VOTE |
| 9. Other Business | <i>Nancy Carey Cassidy</i> | |
| 10. Adjournment | <i>Nancy Carey Cassidy</i> | |

Tuesday, February 13, 2018
3:00 p.m.

Audit Committee

AGENDA

Committee Members: Allen Maikels, Jeff Stone, Mark Eagan

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|---|----------------------------|
| 1. Welcome | Mark Eagan |
| 2. Review of minutes from December 12, 2017 | Jeff Stone |
| 3. Discussion of 2017 audit | Kevin Testo, Bonadio & Co. |
| 4. Other Business | Jeff Stone |
| 5. Meeting Adjourned | Jeff Stone |

Next Meeting
Auditors Presentation of Audited Financials
8:00 a.m.
March 22, 2018