

NCIDA/NCDC/NADC AUDIT/FINANCE COMMITTEE MEETING MINUTES

Date: Wednesday, May 10, 2023
Time: 8:45 a.m.
Place: Niagara County Center for Economic Development
6311 Inducon Corporate Drive, Sanborn NY

NCIDA/NCDC/NADC Audit/Finance Committee Members:

Kevin McCabe, Chairperson
Scott Brydges, Member
Robert B. Cliffe, Member

Other Board Members Present:

Mark Onesi
Robert B. Cliffe
Jason Krempa
William L. Ross
Clifford Scott
Maria Lopez

Staff Present:

Susan Langdon, Executive Director
Andrea Klyczek, Assistant Director
Michael S. Dudley, Finance Manager
Caroline Caruso, Accounting Associate
Susan Barone, Grants & Operations Manager
Julie Lamoreaux, Administrative & HR Officer
Jeremy Geartz, Project Manager
Mark J. Gabriele, Agency Counsel

1.0 Meeting Called to Order

Mr. Ross called the meeting to order at 8:45 a.m.

2.0 Roll Call

Ms. Lamoreaux called the roll; a quorum was established.

3.0 Approval of Audit Committee Meeting Minutes

3.1 March 22, 2023

Mr. Ross stated that he reviewed the meeting minutes and he made a motion for approval; Mr. Cliffe seconded the motion. The motion passed.

4.0 Agency Payables

4.1 March 31, 2023

Mr. Brydges stated that he reviewed the monthly payables and he made a motion to recommend approval of the Payables to the Board Members at the Regular Board Meeting; Mr. Cliffe seconded the motion. The motion passed.

4.2 April 30, 2023

Mr. Cliffe stated that he reviewed the monthly payables and he made a motion to recommend approval of the Payables to the Board Members at the Regular Board Meeting; Mr. Brydges seconded the motion. The motion passed.

5.0 MTD and YTD Budget Variance Reports

5.1 March 31, 2023

Mr. Brydges stated that he reviewed the reports and he made a motion to recommend approval of the Budget Variance Reports to the Board members at the Regular Board Meeting; Mr. Cliffe seconded the motion. The motion passed.

5.2 April 30, 2023

Mr. Brydges stated that he reviewed the reports and he made a motion to recommend approval of the Budget Variance Reports to the Board members at the Regular Board Meeting; Mr. Cliffe seconded the motion. The motion passed.

6.0 Project Closing Summary Report

Mr. Gabriele stated that Chase Commons LLC will be closing this month.

7.0 Adjournment

Mr. Cliffe made a motion, seconded by Mr. Brydges to adjourn the meeting. The meeting adjourned at 8:50 a.m.

Respectfully Submitted:

Reviewed By:

Julie Lamoreaux
Administrative Assistant

Susan C. Langdon
Executive Director