

THESE MINUTES HAVE NOT YET BEEN APPROVED

BOARD OF DIRECTORS MEETING
Chautauqua County Capital Resource Corporation
CRC

**Center for Innovation & Economic Development
214 Central Avenue, Dunkirk NY
1st Floor Conference Room**

&
Electronically via Live Stream on YouTube & Zoom

March 25, 2025
11:40 a.m.

PRESENT:

Gary Henry	Chairman
Sagan Sheffield-Smith	Treasurer
Amy Harding	Secretary
Tom Harmon	Member
John Healy	Member

Also in attendance:

Mark Geise	Administrative Director/CEO
Richard E. Dixon	Chief Financial Officer
Shelby Bilskie	Successor CFO
Milan K. Tyler, Esq.	Counsel
Gregory L. Peterson, Esq.	Counsel
Lisa Cole	Counsel
Elizabeth Hughes	Counsel – Harris Beach
Kristine Morabito	IDA Staff
Rosie Strandburg	IDA Staff
Kayla Strandburg	IDA Staff
Nate Aldrich	IDA Staff
Jeanette Lo Bello	IDA Staff
Jason Sample	IDA Staff
Crystal Erhard	IDA Staff
PJ Wendel	County Executive
Ellen Ditonto	BPU
Greg Bacon	Observer/Jamestown Post Journal

Absent Board Member(s):

Daniel Heitzenrater	Vice Chairman
Kevin Muldowney	Member
Daniel DeMarte	Member

Meeting was called to order by Gary Henry, Chairman, at 11:40 a.m.

Gary Henry

We'll move on to the CRC. I would like to welcome everybody to the third meeting for the CRC Board of Directors. We're still in Dunkirk at the Innovation & Economic Development, 214 Central Avenue streaming live via YouTube and Zoom. It's March 25, 2025 and its now 11:40 a.m. We'll go ahead and do Roll Call.

Board

Aye – Unanimous (5 Members in Attendance)

Gary Henry

You should have already received the October 22, 2025 minutes and had a chance to review those. Do we have a motion to accept the minutes?

Tom Harmon

I'll make the motion to accept.

Gary Henry

Thank you Tom. Do we have a second?

John Healy

Second.

Gary Henry

Thank John. All those in favor say Aye.

Board

Aye – Unanimous

Gary Henry

Opposed? The minutes have been approved. We'll move right into New Business A – Housekeeping Resolutions

Elizabeth Hughes

Hello again everyone. So, this Housekeeping Resolution for the CRC is the same form for the IDA and for CREDC. Board Appointments, Council Appointments, Repository, Mission Statement, PARIS Report, and Meeting Schedule for the year. Are there any questions on the CRC specific resolution?

Gary Henry

Hearing none, Sagan can you move New Business A1 for us?

Sagan Sheffield-Smith

Sure. Resolution 03-25-25-01 Housekeeping Resolution

Gary Henry

Do we have a second?

Tom Harmon

I can second it.

Gary Henry

Thank you Tom. We'll go ahead and do a Roll Call Vote.

Board

Aye – Unanimous

Gary Henry

The Resolution has been unanimously approved. We'll move into New Business B – Review of Policies and Resolutions.

Elizabeth Hughes

So, this Policy Resolution is the same as the CREDC one that we just went over. So, it is those same four policies with changes based on best practices and new legal requirements The two new policies, and then the two policies that we are statutorily required to readopt annually. Does anyone have any CRC specific questions on Policy Updates for the year?

Gary Henry

Tom, can you move New Business B1 for us?

Tom Harmon

Resolution 03-25-25-02 Policy Approvals

Gary Henry

Do we have a second?

Sagan Sheffield-Smith

I'll second.

Gary Henry

Sagan. We'll do a Roll Call Vote.

Board

Aye – Unanimous

Gary Henry

The Policies and Resolutions have been unanimously approved. Do we have a Treasurer's Report? Do we need to approve the Audit?

Rich Dixon

We need to approve the Audit.

Gary Henry

It's the same Audit that we've already gone over. Do we have a motion to approve the Treasurer's Report or not the Treasurer's Report, the Audit Report?

Tom Harmon

I'll make the motion to approve the Audit.

Gary Henry

Thank you Tom. Do we have a second?

John Healy

I'll second.

Gary Henry

John. All those in favor of accepting the Audit Report please say Aye.

Board

Aye – Unanimous

Gary Henry

Opposed? Ok the Audit Report has been approved and we will consider the meeting adjourned. Thank you. As we went through all these different Resolutions and Policies and got them all approved.

Meeting adjourned at 11:45 a.m.

(Vice) Secretary

(vice) Chairman