

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

Board of Directors Meeting

December 21, 2017

8:30 AM

AGENDA

- | | | |
|--|----------------------------|------|
| Welcome and introductions | <i>Nancy Carey Cassidy</i> | |
| 1. Review of November 16, 2017 minutes | <i>Nancy Carey Cassidy</i> | VOTE |
| 2. a. Recommendation from Audit Committee
for new Auditing Services | <i>Mark Eagan</i> | VOTE |
| b. Approval to sign the Engagement Letter
for the audit of 2017 | <i>Mark Eagan</i> | VOTE |
| 3. Renewal/Maturity Extension
· MAC Equipment | <i>John Skrobela</i> | VOTE |
| 4. Renewal/Maturity Extension
· Association Development Group, Inc. | <i>John Skrobela</i> | VOTE |
| 5. Loan modification
· Centrotherm Eco Systems, LLC | <i>John Skrobela</i> | VOTE |
| 6. Portfolio Updates
a. Afrim Sports, Inc.
b. Amdiraddo, LLC / Wolf's 1-11 | <i>John Skrobela</i> | |
| 7. EDA Changes to Revolving Loan Funds | <i>John Skrobela</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, December 12, 2017
8:30 a.m.

AGENDA

- | | | |
|---|-------------------|------|
| 1. Welcome | Mark Eagan, Chair | |
| 2. Review of March 16, 2017 minutes | Mark Eagan | VOTE |
| 3. Review of Responses to RFP for Audit Services | Pat Maguire | |
| 4. Selection of Auditor to Recommend for Acceptance
by the ACBDC Board | Mark Eagan | VOTE |
| 5. Other Business | | |
| 6. Meeting Adjourned | Mark Eagan | VOTE |

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

Board of Directors Meeting

November 16, 2017
8:30 AM

AGENDA

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|--|----------------------------|
| Welcome and introductions | <i>Nancy Carey Cassidy</i> |
| 1. Review of September 21, 2017 minutes | <i>Nancy Carey Cassidy</i> |
| 2. Ratify October 19, 2017 email votes | <i>Nancy Carey Cassidy</i> |
| a. ACBDC Four-Year Budget | |
| b. AMDiraddo, LLC | |
| c. Albany Distilling Company, Inc. | |
| 3. Diamond Facility Services – Loan Packet for Review | <i>John Skrobela</i> |
| 4. R & J Sheet Metal – Loan Packet for Review | <i>John Skrobela</i> |
| 5. EDA RLF Business Plan update | <i>John Skrobela</i> |
| 6. Third Quarter 2017 Financials
(to be distributed at meeting) | <i>Allen Maikels</i> |
| 7. Third Quarter 2017 Agency Voucher
(to be distributed at meeting) | <i>Allen Maikels</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

Board of Directors Meeting

September 21, 2017
8:30 AM

AGENDA

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|---|----------------------------|
| Welcome and introductions | <i>Nancy Carey Cassidy</i> |
| 1. Review of August 17, 2017 minutes | <i>Nancy Carey Cassidy</i> |
| 2. VVK, Inc. – Loan Packet for Review | <i>John Skrobela</i> |
| 3. Schuyler Bakery – Loan Packet for Review | <i>John Skrobela</i> |
| 4. Portfolio Updates | <i>John Skrobela</i> |
| a. Amdiraddo, LLC & Wolf's 1-11 Arena | |
| 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 17, 2017
8:30 AM

AGENDA

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|---|----------------------------|
| Welcome and introductions | <i>Nancy Carey Cassidy</i> |
| 1. Review of July 20, 2017 minutes | <i>Nancy Carey Cassidy</i> |
| 2. Portfolio Updates | <i>John Skrobela</i> |
| a. Amdiraddo, LLC & Wolf's 1-11 Arena | |
| 3. Renewal/Maturity Extension & Modifications | <i>John Skrobela</i> |
| a. 221 Wolf Road Associates, LLC | |
| b. Hameroff & Sons, LLC | |
| 4. Second Quarter 2017 Financials | <i>Allen Maikels</i> |
| 5. Second Quarter 2017 Agency Voucher | <i>Allen Maikels</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

July 20, 2017
8:30 AM

AGENDA

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|------------------------------------|----------------------------|
| Welcome and introductions | <i>Nancy Carey Cassidy</i> |
| 1. Review of June 15, 2017 minutes | <i>Nancy Carey Cassidy</i> |
| 2. Portfolio Updates | <i>John Skrobela</i> |
| a. Third Quadrant Energy, LLC | |
| b. Amdiraddo, LLC (Wolf's 1-11) | |
| 3. Other Business | <i>Nancy Carey Cassidy</i> |
| 4. Adjournment | <i>Nancy Carey Cassidy</i> |

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

Board of Directors Meeting

June 15, 2017

8:30 AM

AGENDA

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|--|------------------------------------|
| Welcome and introductions | <i>Nancy Carey Cassidy</i> |
| 1. Review of April 20, 2017 minutes | <i>Nancy Carey Cassidy</i> |
| 2. Albany County Microenterprise Grant Program | <i>John Skrobela/Janet Tanguay</i> |
| a. Pathways to Academic Excellence | |
| 3. Portfolio Updates | <i>John Skrobela</i> |
| a. Afrim's | |
| b. Amdiraddo, LLC (Wolf's 1-11) | |
| c. Hameroff and Sons, LLC | |
| 4. First Quarter 2017 Financials | <i>Allen Maikels</i> |
| 5. First Quarter 2017 Agency Voucher | <i>Allen Maikels</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

April 20, 2017
8:30 AM

AGENDA

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|---|----------------------------|
| Welcome and introductions | <i>Nancy Carey Cassidy</i> |
| 1. Review of March 16, 2017 minutes | <i>Nancy Carey Cassidy</i> |
| 2. Ratification of email votes: | |
| a. Signing Authority Document | <i>Nancy Carey Cassidy</i> |
| 3. Inova, LLC - Loan Packets for Review | <i>John Skrobela</i> |
| 4. 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
Five Computer Drive South, Colonie, NY

Board of Directors Meeting

March 16, 2017
8:30 AM

AGENDA

Welcome and introductions

Nancy Carey Cassidy

1. Audit Presentation

Thomas Gessick
T.M. BYXBEE COMPANY, CPAs

2. Review of February 16, 2017 minutes

Nancy Carey Cassidy

Renewals

John Skrobela

3. Turnkey Internet, Inc.
4. 834 Kenwood LLC
5. Samoni Hospitality LLC

Loan Packets for Review

John Skrobela

6. TACS Auto Corp
7. Perfect Blend Café

8. Other Business

Nancy Carey Cassidy

9. Adjournment

Nancy Carey Cassidy

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

Audit Committee Meeting

Thursday, March 16, 2017
8:00 a.m.

AGENDA

Audit Committee Annual Meeting –

Members of Committee: Allen Maikels, Sean Ward, Mark Eagan

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|--|---|
| 1. Welcome | Mark Eagan, Chair |
| 2. Review of February 16, 2017 minutes | Mark Eagan |
| 3. Audit Presentation | Thomas Gessick
T.M. BYXBEE COMPANY, CPAs |
| 4. Questions to auditor | |
| 5. Vote on Acceptance by Audit Committee | |
| 6. Meeting Adjourned | Mark Eagan |

Board of Directors Meeting

Albany County Business Development Corporation
5 Computer Drive South, Albany, NY
February 16, 2017
5:30 pm

AGENDA

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|--|----------------------------|
| Welcome and introductions | <i>Nancy Carey Cassidy</i> |
| 1. Review and vote on November 17, 2016 minutes | <i>Nancy Carey Cassidy</i> |
| 2. Ratification of e-mail votes: | <i>Nancy Carey Cassidy</i> |
| a. Business Plan | |
| b. 219 Warehouse Grill, LLC | |
| 3. Fourth Quarter 2016 Voucher | <i>Allen Maikels</i> |
| 4. AI Tech Portfolio as of December 31, 2016 | <i>Allen Maikels</i> |
| 5. Review of Loan Loss Reserve | <i>Allen Maikels</i> |
| 6. Year-end 2016 Financials – pre audit | <i>Allen Maikels</i> |
| Loan Packets for Review/ Modification | <i>Joe Landy</i> |
| 7. REO Welding, Inc. | |
| 8. Philly's Bar & Grill, LLC – update on job #'s to be distributed at meeting. | |
| Adjournment | <i>Nancy Carey Cassidy</i> |

Thursday, February 16, 2017
5:15 p.m.

Audit Committee

AGENDA

Committee Members: Allen Maikels, Sean Ward, Mark Eagan

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|---|---------------|
| 1. Welcome | Allen Maikels |
| 2. Review of minutes of March 17, 2016 | Allen Maikels |
| 3. Discussion on 2016 audit | |
| Thomas Gessick, T.M. BXYBEE COMPANY, CPAs | |
| 4. Other Business | Allen Maikels |
| 5. Meeting Adjourned | Allen Maikels |

Next Meeting
Auditors Presentation of Audited Financials
8:00 a.m.
March 16, 2016