

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

Board of Directors Zoom Conference

December 17, 2020

8:30 AM

**AGENDA**

- |   |                            |      |
|---|----------------------------|------|
| Welcome   | <i>Nancy Carey Cassidy</i> |      |
| 1. Review of August 20, 2020 minutes  | <i>Nancy Carey Cassidy</i> | VOTE |
| 2. Ratify email votes   | <i>Nancy Carey Cassidy</i> | VOTE |
| <ul style="list-style-type: none"><li>· October 15, 2020 – Item #1 Joey Martin, Inc. Loan Renewal/Maturity Extension</li><li>· October 15, 2020 – Item #2 Forbearance Requests Related to COVID-19 Pandemic</li><li>· October 15, 2020 – Item #3 Agency Voucher, 2020 3rd Quarter</li><li>· October 15, 2020 – Item #4 ACBDC Four-Year Budget as required by Public Authority Law</li></ul> |                            |      |
| 3. Loan Renewal/Maturity Extension  | <i>John Skrobela</i>       | VOTE |
| <ul style="list-style-type: none"><li>· SICE USA, Ltd.</li></ul>  |                            |      |
| 4. Updates on CRAF Program  | <i>John Skrobela</i>       |      |
| 5. CRAF 3 <sup>rd</sup> Quarter Voucher   | <i>Allen Maikels</i>       | VOTE |
| 6. Updates  | <i>John Skrobela</i>       |      |
| 7. Other Business   | <i>Nancy Carey Cassidy</i> |      |
| 8. Adjournment  | <i>Nancy Carey Cassidy</i> |      |

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

Board of Directors Zoom Conference

August 20, 2020  
8:30 AM

**AGENDA**

Welcome	<i>Nancy Carey Cassidy</i>	
1. Review of July 16, 2020 minutes	<i>Nancy Carey Cassidy</i>	VOTE
2. Review of August 3, 2020 minutes	<i>Nancy Carey Cassidy</i>	VOTE
3. Loan Application for Review · Ross Precision Manufacturing, Inc.	<i>John Skrobela</i>	VOTE
4. Forbearance Update · Thermoaura, Inc.	<i>John Skrobela</i>	VOTE
5. 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 Zoom Conference  
Special Meeting  
August 3, 2020  
12:30 PM

**AGENDA**

Welcome	<i>Nancy Carey Cassidy</i>	
1. Overview of Recommendations for New RLF	<i>John Skrobela</i>	VOTE
2. Acceptance of EDA Award	<i>John Skrobela</i>	VOTE
3. Proposed Committee of Corporation	<i>John Skrobela</i>	VOTE
4. Name of New RLF	<i>John Skrobela</i>	VOTE
5. Agency Agreement with CRC to Manage New RLF	<i>John Skrobela</i>	VOTE
6. Adjournment	<i>Nancy Carey Cassidy</i>	

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

Board of Directors Zoom Conference

July 16, 2020

8:30 AM

**AGENDA**

- |  |                            |      |
|--|----------------------------|------|
| Welcome  | <i>Nancy Carey Cassidy</i> |      |
| 1. Review of May 21, 2020 minutes  | <i>Nancy Carey Cassidy</i> | VOTE |
| 2. Ratify email votes  | <i>Nancy Carey Cassidy</i> | VOTE |
| <ul style="list-style-type: none"><li>· June 18, 2020 – Item #1 Warrington Realty, LLC Loan Renewal/Maturity Extension</li><li>· June 18, 2020 – Item #2 Forbearance Requests Related to COVID-19 Pandemic</li><li>· June 18, 2020 – Item #3 Amendment to Check Signing and Electronic Banking Policy</li><li>· June 18, 2020 – Item #4 Amendment to Certificate of Corporate Resolution – Signing Authorization</li></ul> |                            |      |
| 3. Loan Application for Review   | <i>John Skrobela</i>       | VOTE |
| <ul style="list-style-type: none"><li>· Crisafulli Bros. Plumbing &amp; Heating Contractors, Inc.</li></ul>  |                            |      |
| 4. 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 Zoom Conference

May 21, 2020  
8:30 AM

**AGENDA**

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|--|----------------------------|------|
| Welcome  | <i>Nancy Carey Cassidy</i> |      |
| 1. Review of March 19, 2020 minutes  | <i>Nancy Carey Cassidy</i> | VOTE |
| 2. Ratify email votes  | <i>Nancy Carey Cassidy</i> | VOTE |
| <ul style="list-style-type: none"><li>· March 26, 2020 – Item #1 Forbearance Requests Related to COVID-19 Pandemic</li><li>· March 31, 2020 – Item #1 Forbearance Requests Related to COVID-19 Pandemic</li><li>· April 23, 2020 – Item #1 Forbearance Requests Related to COVID-19 Pandemic</li><li>· April 23, 2020 – Item #2 Financials for Period Ending 3/31/2020</li><li>· April 23, 2020 – Item #3 – Agency Voucher 1<sup>st</sup> Quarter 2020</li></ul> |                            |      |
| 3. Loan Renewal/Maturity Extension   | <i>John Skrobela</i>       | VOTE |
| <ul style="list-style-type: none"><li>· 981 Broadway, LLC (Don's Moving and Storage)</li></ul>   |                            |      |
| 4. Loan Renewal/Maturity Extension   | <i>John Skrobela</i>       | VOTE |
| <ul style="list-style-type: none"><li>· Hartmann Financial Group, LLC</li></ul>  |                            |      |
| 5. EDA Funding 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 19, 2020

8:30 AM

**AGENDA**

- |   |                            |      |
|---|----------------------------|------|
| Welcome   | <i>Nancy Carey Cassidy</i> |      |
| 1. Review of February 20, 2020 minutes  | <i>Nancy Carey Cassidy</i> | VOTE |
| 2. Loan Application for Review <ul style="list-style-type: none"><li>· Tech Valley Office Interiors, Inc.</li></ul>   | <i>John Skrobela</i>       | VOTE |
| 3. Loan Application for Review <ul style="list-style-type: none"><li>· Spitzie's Motorcycle Center, Inc.</li></ul>  | <i>John Skrobela</i>       | VOTE |
| 4. Loan Renewal/Maturity Extension <ul style="list-style-type: none"><li>· Integrated Medical Associate of New York, PLLC</li></ul>   | <i>John Skrobela</i>       | VOTE |
| 5. Updates  | <i>John Skrobela</i>       |      |
| 6. Public Authority Annual Requirement <ul style="list-style-type: none"><li>· Acknowledgement of Fiduciary Duties &amp; Confidentiality</li><li>· Code of Ethics / Conflict of Interest Statement</li><li>· Confidential Evaluation of Board Performance</li></ul> | <i>Christine Thompson</i>  |      |
| 7. Other Business   | <i>Nancy Carey Cassidy</i> |      |
| 8. Adjournment  | <i>Nancy Carey Cassidy</i> |      |

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

Board of Directors Meeting

February 20, 2020  
8:30 AM

**AGENDA**

- |  |  |      |
|--|--|------|
| Welcome  | <i>Nancy Carey Cassidy</i>                             |      |
| 1. Audit Presentation  | <i>Kevin Testo, CPA, Partner<br/>Bonadio &amp; 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>                             | VOTE |
| 5. Review of December 19, 2019 minutes   | <i>Nancy Carey Cassidy</i>                             | VOTE |
| 6. Ratify email votes  | <i>Nancy Carey Cassidy</i>                             | VOTE |
| · January 16, 2020 – Item #1: JAK 18 Computer & Trinity Realty Group loan renewal/maturity extension |  |      |
| · January 30, 2020 – Item #1: Financials for Period Ending 12/31/2019                                |  |      |
| · January 30, 2020 – Item #2: Agency Voucher 4 <sup>th</sup> Quarter 2019                            |  |      |
| 7. Loan Application for Review   | <i>John Skrobela</i>                                   | VOTE |
| · Pixie Salon, Inc.  |  |      |
| 8. Loan Modification for Review  | <i>John Skrobela</i>                                   | VOTE |
| · Bennington Furniture, Inc.   |  |      |
| 9. 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

Audit Committee Meeting

Thursday, February 20, 2020  
8:00 a.m.

AGENDA

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Audit Committee Meeting –

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

1. Welcome Jeff Stone, Chair
2. Review of March 25, 2019 minutes Jeff Stone
3. Audit Review Kevin Testo, CPA, Partner,  
Bonadio & Co.
4. Questions to auditor
5. Motion to recommend for acceptance the Audited Financial Statements
6. Meeting Adjourned Jeff Stone