

**Tompkins County Development Corporation  
Board of Directors Meeting Final Minutes  
March 11, 2020  
Tompkins County Legislative Offices  
121 E. Court Street, Ithaca, NY**

**Present:** Rich John, Jennifer Tavares, Mike Sigler, John Guttridge, Laura Lewis, Martha Robertson

**Staff Present:** Heather McDaniel, Ina Arthur, Russ Gaenzle (Harris Beach, PLLC)

**Guests:** Anne Koreman (TC Legislature), Rick Snyder (TC Finance)

**CALL TO ORDER**

Rich John called the meeting of the **Tompkins County Development Corporation** to order at 3:10 PM.

**PRIVILEGE OF THE FLOOR**

None.

**NEW BUSINESS**

Appointment of Administrative Director

**John Guttridge moved to appoint Heather McDaniel as the Administrative Director of the Tompkins County Development Corporation. Laura Lewis seconded the motion. The motion was approved 6-0.**

Appointment of 2020 Board Officers

**John Guttridge moved to approve the appointment of the 2020 Board Officers as follows: Rich John as Chair, Martha Robertson as Vice Chair, and Jennifer Tavares as Secretary/Treasurer. Martha Robertson seconded the motion. The motion was approved 6-0.**

Appointment of 2020 Committees

**John Guttridge moved to approve the 2020 Finance & Audit, Housing and Governance Committees with same membership as 2019. Martha Robertson seconded the motion. The motion was approved 6-0.**

Approval of 2019 Audit

**John Guttridge moved to approve the 2019 TCDC Audit upon the recommendation of the Finance and Audit Committee. Martha Robertson seconded the motion. The motion was approved 6-0.**

Approval of Audit Information Input into PARIS

**Martha Robertson moved to approve the input of the 2019 TCDC Audit information into the online PARIS system. John Guttridge seconded the motion. The motion was approved 6-0.**

**CHAIRS REPORT**

None.

**STAFF REPORT**

Heather McDaniel reported that work has begun on a potential refinance bond project.

**APPROVAL OF MEETING MINUTES**

**Mike Sigler moved to approve the minutes from the February 5, 2020 TCDC Board meeting. Jennifer Tavares seconded the motion. The motion was approved 6-0.**

The meeting was adjourned at 3:25 PM.

**Minutes were approved at April 8, 2020 Board meeting.**