

A Finger Lakes Visitors Connection, Ontario County, NY
Board of Directors Annual Meeting – Wednesday, October 5, 2016 – 8:00 a.m.
Ontario County Municipal Building, 2nd Floor
Canandaigua, NY 14424

PRESENT

Mike Roeder
Russ Kenyon
Bob Bennett
David Hutchings
Suzanne Farley
Mike Kauffman
Frank Riccio
Alexa Gifford
Donna Yudin
Meg Joseph
Steve McGuire
Dan Marshall

EXCUSED

Dan Fuller
Audrey Carrier
John Brahm
Carl Carlson

STAFF

Valerie Knoblauch
Carol Hicks
David Lee

ABSENT

David Linger

EX-OFFICIO

Lenore Friend, FLCC

WELCOME – Mike Roeder called the meeting to order at 8:02 am. He welcomed new board members Donna Yudin, Meg Joseph, and Steve McGuire. He requested self-introductions around the room, with the new board members providing professional and personal backgrounds on themselves.

Mike Kauffman thanked Mike Roeder for his five years of service as the Chairperson of the Board of Directors. Valerie provided a timeline of Mike’s service on the board, back to when he became a board member in 1998.

Nominating Committee Report – David Hutchings made *a motion to show recognition and appreciation of Mike Roeder’s service, as outgoing chairperson, on the board of directors of A Finger Lakes Visitors Connection. The motion was seconded by Russ Kenyon.* All present voted in favor of the motion.

Executive Committee – Mike Kauffman noted the three board members that completed their appointments on the board effective 9/30/2016: Richard Maltman, Jessica Bacher and Lisa Fitzgerald. Mike Kauffman discussed the appointment of board members to committees. He provided the draft list and noted that if board members wish to be placed on different committees, please let him or Valerie know. Mike asked for approval of the Calendar of Board Meetings – FYE 2017 and approval of the committee list.

A motion was made by Dan Marshall and seconded by Russ Kenyon to adopt the calendar of board meetings and to approve the recommended committee appointments. All present voted in favor of the motion.

Audit/Finance Committee – Frank Riccio

Frank reported on the Audit/Finance Committee meeting with the auditors. He reviewed the upcoming process for the audit. He requested a motion to approve the following on behalf of the committee:

- a. Meeting with Auditors – Recommendation of Auditors for 2017 – Mengel Metzger Barr*
- b. Budget – Approval of 2017 Budget as modified and sent to Ontario County*
- c. To enter into a contract with Ontario County for the Calendar Year 2017 in the amount of \$1,006,121.53*
- d. Authorizing the President and CEO to apply for New York State Matching Funds and other grants to achieve the revenue goals as set forth in the budget for 2017*
- e. Motion to transfer \$125,000 in the Capital Reserve Asset Account at Lyons National Bank*

Russ Kenyon made the motion; the motion was seconded by David Hutchings. All present voted in favor of the motion and it carried.

Valerie noted that our 2017 contract with Ontario County has surpassed the \$1,000,000 mark. Valerie had a meeting with Mary Gates, Ontario County Director of Finance. They discussed the importance of having a plan to commit our financial resources. Valerie reviewed the Capital Project list, which she modeled after the county's Capital Project list. FLVC's project list is a draft, which requires numbers and perfecting. Valerie will work with the appropriate committee to finish this.

Annual Official Business - Financial

Frank Riccio requested a motion to move the following:

Confirmation of Depositories

- a. Canandaigua National Bank – Checking*
- b. Canandaigua National Bank – Savings*
- c. Canandaigua National Bank – NYS Matching Funds*
- d. Five Star Bank – Multi-County Cooperative Account*
- e. Community Bank – Emergency Operating Reserve Account*
- f. Lyons National Bank – Capital and Fixed Assets Account*
- g. Citibank Credit Card -*
- h. Line of Credit – Five Star Bank - \$75,000 revolving*

Confirmation of Official Media Outlets

- a. Daily Messenger, Finger Lakes Times*
- b. PAAA postings on visitfingerlakes.com*

Russ Kenyon made the motion and the motion was seconded by Alexa Gifford. All present voted in favor of the motion and it carried.

Old Business – No old business was brought before the board.

New Business – Mike Kauffman summarized the Strategic Plan – Destination 2020.

Board member Bob Bennett arrived at 8:22 a.m.

Adjourn – *Frank Riccio made a motion to adjourn the 2016 Annual Meeting, seconded by Alexa Gifford, and the meeting was adjourned at 8:26 a.m.*

Minutes submitted by Carol Hicks.