



November 19, 2015 Minutes

CALL TO ORDER– Chair Donna Draxler called the meeting to order at 9:05 AM in the STC Conference room.

ATTENDANCE

Chemung County – Ted Bennett; Donna Draxler; Ernie Hartman; Kimberlee Middaugh; Randy Olthof; Randy Reid; Thomas Sweet; Tom Tranter

Schuyler County – Phil Barnes; Kate Bartholomew; Dennis Fagan; Judy McKinney Cherry; Tim O’Hearn; Kristin VanHorn

Steuben County – Amy Dlugos; James Johnson; Steven Maio; Jack Wheeler

STC Staff – Marcia Weber; Susan Cratsley; Victoria Ehlen; Chelsea Robertson; Kemberli Sargent

APPROVAL OF THE MINUTES – On a motion duly made (Johnson/McKinney-Cherry) and carried, the minutes from the October 15, 2015 meeting were approved.

COMMITTEE REPORTS

1. **Audit Committee**

- a) **Abstract of Claims** – the audit committee reviewed abstracts totaling \$37,637.48. On a motion duly made (Tranter/Olthof) and carried, the abstracts were approved.

2. **Budget and Personnel**

- a) **2016 Budget** - the Budget and Personnel Committee recommended approval of the proposed STC 2016 Budget (attached) totaling \$959,380. Marcia Weber discussed the recommended budget, fund balance history, and 2016 funding sources. On a motion duly made (Fagan/Hartman) and carried, the 2015 budget was approved.

REGIONAL PROGRAM ACTIVITIES

1. **Comprehensive Economic Development Strategy (CEDS)** – Updates for the 2016 CEDS are underway. The CEDS will have a new focus on economic resilience against natural disasters and economic shifts. The CEDS will also incorporate the findings of the recently completed I-86 Plan and the Southern Tier’s Upstate Revitalization Initiative. This CEDS will focus on how STC and other development organizations in the region can take action to improve economic conditions in the Southern Tier.

STC's CEDS deadline has changed to March 1, 2016, so the CEDS process is starting earlier this year. STC is seeking input from the public, local officials, and organizations throughout the region for a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis. At this meeting, Victoria Ehlen polled the STC board for their suggestions and input.

2. **Recommendations for CEDS Committee Membership** – Victoria asked the board for suggestions for membership on the CEDS committee.
3. **Planning School Update** – Planning school has been a great success. STC hosted 7 lectures this year, with another course scheduled for December. Classes covered topics such as SEQR, agriculture, dealing with conflict at heated meetings, budgeting for villages and towns, and grant writing. Attendance averaged 19 people per class, with attendees from 36 communities and 9 organizations. 102 individuals have participated in these training opportunities. Classes are being planned for 2016.
4. **I-86 Progress on Economic Development Strategy** – Ted Bennett reported that the I-86 Economic Development Benefits Study that was done in 2000 is in need of updating. Southern Tier East and Hudson Valley planning boards have committed money for this purpose and asked the STC counties if they would help support this project. Tom Tranter committed \$5,000 from Corning Enterprises, and the 3 counties will all commit funds.

OTHER BUSINESS

1. **Board Appointments for 2016** – all board member terms expire at the end of 2015. Marcia encouraged the counties to reappoint or appoint new members.
2. **Next Board Meeting** – The next board meeting will be on Thursday, January 21, 2016 at 9:00 AM.

ADJOURN – on a motion duly made (O'Hearn/McKinney-Cherry) and carried, the meeting adjourned at 10:00 AM.

Respectfully submitted,
Susan Cratsley
Executive Assistant

	2015 Budget As Approved	2015 Budget Projected	2016 Budget Proposed		
INCOME					
Federal Grant Amount	388,759	416,978	436,916		
State Grant Amount	140,982	114,952	94,306		
Private Grant		-			
Other Grants - TBD		-			
Local Share-County	205,000	205,000	205,000		
Contracts	208,574	213,445	194,251		
Other	34,850	34,568	34,905		
TOTAL INCOME	978,165	984,943	965,378		
EXPENSES					
Total Direct Salaries Expense	410,888	409,833	392,865		
Total Indirect Salaries Expense	88,042	86,378	108,456		
TOTAL SALARIES EXPENSE	498,931	496,211	501,321		
OPERATING EXPENSES					
Consultants (Direct)	-		-		
Consultants (Indirect)	40,406	35,910	4,000		
Contractual (Direct)	85,125	99,576	88,550		
Contractual (Indirect)	18,587	17,575	18,658		
Conference Registration (Direct)	3,295	2,978	3,645		
Conference Registration (Indirect)	300	300	300		
Travel Mileage (Direct)	5,425	6,880	5,108		
Travel Mileage (Indirect)	600	600	600		
Per Diem (Direct)	2,830	4,053	5,030		
Per Diem (Indirect)	600	600	600		
Rental - Office Space (Direct)	42,350		500		
Rental - Office Space (Indirect)	-	42,245	42,312		
Rental Equipment (Direct)	-				
Rental Equipment (Indirect)	3,758	3,758	3,969		
Office Equipment (Direct)	-	4,000			
Office Equipment (Indirect)	8,400	8,900	12,400		
Consumables (Direct)	2,835	3,267	2,605		
Consumables (Indirect)	3,800	2,855	5,180		
Dues & Subscriptions (Direct)	1,215	1,627	1,280		
Dues & Subscriptions (Indirect)	5,109	4,929	5,034		
Postage (Direct)	150	2,985	970		
Postage (Indirect)	1,647	1,447	1,647		
Printing (Direct)	-	-	-		
Printing (Indirect)	-	-	-		
Prop. Liability & D&O/EPL Ins (D)	-	-	-		
Prop. Liability & D&O/EPL Ins (I)	2,884	3,462	3,246		
Software Licenses & Maint. (Dir.)	2,170	1,630	1,900		
Software Licenses & Maint. (Ind.)	4,289	6,256	3,160		
Telephone & Internet (Indirect)	3,839	3,642	4,080		
Fringe Benefits (Direct)	180,203	179,374	179,829		
Fringe Benefits (Indirect)	48,560	47,979	61,946		
Miscellaneous (Direct)	1,170	353	910		
Miscellaneous (Indirect)	600	600	600		
TOTAL NON-SALARY EXPENSES	470,148	487,782	458,058		
TOTAL EXPENSES	969,079	983,993	959,380		
NET (before ACA's AJE)	9,087	950	5,999		
Accrued Comp. Absences AJE	-	-	-		
NET (after ACA's AJE)	-	950	5,999		
Beginning Fund Balance	295,742	295,742	296,692		
Ending Fund Balance	304,829	296,692	302,691		
Change in Fund Balance	9,087	950	5,999		