

**Minutes of the Joint Meeting of the
Finance & Audit and
Governance Committees
of
Buffalo Urban Development Corporation
143 Genesee Street
August 22, 2011
12:00 p.m.**

Call to Order:

Finance & Audit Committee Members Present: Finance & Audit Committee Members Absent:

James W. Comerford
Kathy Konst
Woodrow W. Maggard
Dennis M. Penman
Andrew J. Rudnick

[None]

Governance Committee Members Present:

Governance Committee Members Absent:

Catherine M. Braniecki
Thomas A. Kucharski
Dennis M. Penman
Andrew J. Rudnick

Hon. Byron W. Brown
Darren E. Kempner

Officers Present:

Peter M. Cammarata, President
David A. Stebbins, Vice President
Andrew Schoeppich, Treasurer
Kevin J. Zanner, Secretary

Others Present:

Roll Call: The roll of the members of the Finance & Audit Committee and the Governance Committee was called at 12:10 p.m. and a quorum of both Committees was determined to be present.


1.0 Presentation of Meeting Minutes

- a. **Joint Governance and Finance & Audit Committee Meeting** – The minutes of the June 15, 2011 joint meeting of the Governance and Audit & Finance Committees were presented to the Finance & Audit Committee. It was noted that the Governance Committee previously approved these minutes at its August 1, 2011 meeting. Upon motion made by Mr. Penman, seconded by Mr. Maggard and unanimously carried, the minutes of the June 15, 2011 meeting were approved by the Finance & Audit Committee.

- b. **Governance Committee Meeting** – The minutes of the August 1, 2011 meeting of the Governance Committee were presented to the members of the Governance Committee. Upon motion made by Mr. Penman, seconded by Mr. Kucharski and unanimously carried, the minutes of the August 1, 2011 meeting of the Governance Committee were approved by the Governance Committee.

- 2.0 Banking RFP Results** – Mr. Schoeppich reported that five banks responded to the request for proposals for banking services. After review of the submissions, a short list comprised of three finalists has been developed. Staff will meet next week to make a recommendation to the Finance & Audit Committee regarding the awarding of the banking services work. Mr. Cammarata commented that local presence is an important consideration in selecting the banking relationship. Mr. Schoeppich noted that ECIDA will make a decision regarding its award sometime in September, and that BUDC may award the contract to a different bank if it so chooses.
- 3.0 BUDC Cash Flow Forecast and Budget Review** – Mr. Schoeppich gave a detailed presentation of the recent cash flow activity of the corporation. He commented on the recent note pre-payment received from Sonwil, the payment made to Sasaki Associates for the RiverBend master plan work and the reimbursement received from the Buffalo Brownfields Redevelopment Fund (BBRF) for certain third party costs incurred by BUDC in connection with Buffalo Lakeside Commerce Park. He then outlined future anticipated cash inflows and outflows for BUDC and noted that the projected cash balance for the operating fund as of the end of the 2011 calendar year is expected to be \$400,000 and the cash balance of the BBRF is expected to be approximately \$2,000,000.
- 4.0 Strategic Planning Sessions** – Mr. Stebbins circulated a tentative schedule for the upcoming strategic planning sessions of the Board. The initial planning session is scheduled for September 29th, with a follow up session scheduled off-site for October 11th. The purpose of the initial session is to provide the Board with background information pertaining to the Buffalo Building Re-use project recommendations and the BEREC merger. The second session will likely include a facilitator and will focus on the potential expansion of BUDC's mission. Dr. Rudnick noted the importance of having the BEREC merger transition team meet at least once before the strategic planning sessions in order for staff to be in a position to update the Board regarding the merger. The next step is to prepare a more detailed agenda for the two strategic planning sessions.
- 5.0 BUDC Website Changes and Update** – Mr. Cammarata reported that changes to the BUDC website that were suggested at the last Governance Committee meeting, including the posting of all committee meeting minutes, have been completed. He also noted that a decision was made not to include detailed resumes of each Board member on the website.
- 6.0 BUDC/BEREC Merger Update** – Mr. Penman reported that it has been determined that the cash assets that relate to BEREC's real estate assets do not constitute program income. Mr. Penman noted that these cash assets may therefore be used to make capital repairs and to pay for the management of the BEREC properties without HUD program income restrictions.
- 7.0 Adjournment** – There being no further business to come before the Finance & Audit Committee and Governance Committee, upon motion made by Mr. Penman, seconded by Dr. Rudnick and unanimously carried, the joint meeting of the Finance & Audit and Governance Committees adjourned at 12:55 p.m.

Respectfully submitted by:


Kevin J. Zanner, Secretary