



**Buffalo and Erie County Regional Development Corporation  
Meeting of the Membership  
March 25, 2020 @ 12:00 p.m.**

**Via Conference Call**

**1.0 Call to Order**

**2.0 Approval of Minutes**

- 2.1 Approval of the January 22, 2020 Minutes of the Meeting of the Membership (Action Item) (Pages 2-4)

**3.0 Reports / Action Items / Information Items:**

- 3.1 Financial Report (Informational) (Pages 5-8)
- 3.2 Finance & Audit Committee Update (Informational) (Pages 9-10)
  - a) Committee Self-Evaluation (Informational) (Pages 11-14)
- 3.3 Audited Financial Statements (Action Item) (Pages 15-55)
- 3.4 2019 – Investment Report (Action Item) (Pages 56-60)
- 3.5 Governance Committee Report (Informational) (Pages 61-62)
  - a) Committee Self-Evaluation (Informational) (Pages 63-67)
  - b) Board Self-Evaluation (Informational)
- 3.6 2020 Loan Status Report (Informational) (Page 68)
- 3.7 Approval of Board Certification of RLF Plan (Pages 69-75)

**4.0 Review and Adoption of Policies, Reports and Committee Charters: (Separate Package)**

- 1. 2019 - Mission Statement, Performance Measures and Results (Action Item) (Pages 2-8)
- 2. 2020 - Mission Statement and Performance Measures (Action Item) (Pages 9-16)
- 3. 2019 - Public Authorities Report (Action Item) (Pages 17-64)
- 4. Code of Ethics & Conflict of Interest Policy (Action Item) (Pages 65-70)

**Re-Adopt Policies & Charters**

- 5. Investment & Deposit Policy (Action Item) (Pages 71-78)
- 6. Procurement Policy (Action Item) (Pages 79-82)
- 7. Whistleblower Policy and Procedures (Action Item) (Pages 83-85)
- 8. Defense & Indemnification Policy (Action Item) (Page 86)
- 9. Finance & Audit Committee Charter (Action Item) (Pages 87-91)
- 10. Governance Committee Charter (Action Item) (Pages 92-95)
- 11. Property Disposition Guidelines (Action Item) (Pages 96-102)
- 12. Real Property Acquisition Policy (Action Item) (Pages 103-104)
- 13. Board Member Compensation, Reimbursement & Attendance Policy (Action Item) (Page 105)
- 14. Employee Compensation Program (Action Item) (Pages 106-107)
- 15. Travel, Conferences, Meals & Entertainment Policy (Action Item) (Pages 108-114)
- 16. Statement of Duties & Responsibilities of the Board of Directors (Action Item) (Pages 115-117)
- 17. Statement of the Competencies & Personal Attributes Required of Board Members (Action Item) (Page 118)
- 18. Corporate Credit Card Policy (Action Item) (Pages 119-122)

**5.0 Adjournment - Next Meeting April 22, 2020 (Annual Meeting)**