



**Buffalo and Erie County Industrial Land Development Corporation  
Meeting of the Membership  
March 23, 2022 @ 12:30 p.m.**

**Via Conference Call & Livestreaming**

**1.0 Call to Order**

**2.0 Approval of Minutes**

- 2.1 Approval of the February 23, 2022 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 11-15)
- 3.3 Audited Financial Statements (Action Item) (Pages 16-44)
- 3.4 2021 – Investment Report (Action Item) (Pages 45-47)
- 3.5 Governance Committee Report (Informational) (Pages 48-49)
  - a) Committee Self-Evaluation (Informational) (Pages 50-54)
  - b) Board of Directors Evaluation/Survey (Informational) (Pages 55-57)
- 3.6 ILDC Loan Status Report (Informational) (Page 58)
- 3.7 Agreement to Authorize Execution and Delivery of Community Development Block Grant Sub-Recipient Agreement (Pages 59-61)

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

- 1. 2021 - Mission Statement, Performance Measures and Results (Action Item) (Pages 2-15)
- 2. 2022 - Mission Statement and Performance Measures (Action Item) (Pages 16-24)
- 3. 2021 - Public Authorities Report (Action Item) (Pages 25-92)
- 4. Fee Structure Policy (For ECIDA & ILDC Only) (Action) (Page 93)

**Re-Adopt Policies & Charters**

- 5. Board Member Compensation, Reimbursement & Attendance Policy (Action Item) (Page 94).
- 6. Code of Ethics & Conflict of Interest Policy (Action Item) (Pages 95-100)
- 7. Corporate Credit Card Policy (Action Item) (Pages 101-103)
- 8. Defense & Indemnification Policy (Action Item) (Page 104)
- 9. Employee Compensation Program (Action Item) (Pages 105-106)
- 10. Finance & Audit Committee Charter (Action Item) (Pages 107-111)
- 11. Governance Committee Charter (Action Item) (Pages 112-114)
- 12. Investment & Deposit Policy (Action Item) (Pages 115-122)
- 13. Procurement Policy (Action Item) (Pages 123-127)
- 14. Property Disposition Guidelines (Action Item) (Pages 128-134)
- 15. Real Property Acquisition Policy (Action Item) (Pages 135-136)
- 16. Sexual Harassment Policy (Action Item) (Pages 137-145)
- 17. Statement of Duties & Responsibilities of the Board of Directors (Action Item) (Pages 146-148)
- 18. Statement of the Competencies & Personal Attributes Required of Board Members (Action Item) (Page 149)
- 19. Travel, Conferences, Meals & Entertainment Policy (Action Item) (Pages 150-155)
- 20. Whistleblower Policy and Procedures (Action Item) (Pages 156-158)

**5.0 Management Team Reports:**

- 5.1 2021 Year in Review

**6.0 Adjournment- Next Meeting April 27, 2022 (Annual Meeting)**