

**Buffalo and Erie County Industrial Land Development Corporation**  
**Meeting of the Membership**  
**March 27, 2024 at 12:30 p.m.**



**ECIDA Offices**  
**95 Perry Street, 4<sup>th</sup> Floor Conference Room**  
**Buffalo, New York 14203**

**1.0 Call to Order**

**2.0 Approval of Minutes**

- 2.1 Approval of the February 28, 2024 Meeting of the Membership Minutes (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 16-46)  
3.4 2023 – Investment Report (Action Item) (Pages 47-49)  
3.5 Governance Committee Report (Informational) (Pages 50-51)  
    a) Committee Self-Evaluation (Informational) (Pages 52-55)  
    b) Board of Directors Evaluation/Survey (Informational) (Page 56-57)  
3.6 Loan Status Report (Informational) (Page 58)

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

1. 2023 - Mission Statement, Performance Measures and Results (Pages 2-17)
2. 2024 - Mission Statement and Performance Measures (Pages 18-25)
3. 2023 - Public Authorities Report (Pages 26-78)

**Re-Adopt Policies & Charters (Action Items)**

4. Airborne Infectious Disease Policy (Pages 79-87)
5. Board Member Compensation, Reimbursement & Attendance Policy (Page 88)
6. Code of Ethics & Conflict of Interest Policy (Pages 89-94)
7. Defense & Indemnification Policy (Page 95)
8. Corporate Credit Card Policy (Pages 96-98)
9. ECIDA Employee Compensation Program (Pages 99-100)
10. Fee Structure Policy (For ECIDA & ILDC Only) (Page 101)
11. Finance & Audit Committee Charter (Pages 102-106)
12. Governance Committee Charter (Pages 107-109)
13. Investment & Deposit Policy (Pages 110-117)
14. Procurement Policy (Pages 118-122)
15. Professional Services RFP Process and Policy (Pages 123-125)
16. Property Disposition Guidelines (Pages 126-132)
17. Real Property Acquisition Policy (Pages 133-134)
18. Sexual Harassment Policy (Pages 135-143)
19. Statement of Duties & Responsibilities of the Board of Directors (Pages 144-146)
20. Statement of the Competencies & Personal Attributes Required of Board Members (Page 147)
21. Travel, Conferences, Meals & Entertainment Policy (Pages 148-153)
22. Video Conferencing Policy (Pages 154-157)
23. Whistleblower Policy and Procedures (Pages 158-160)

**5.0 Management Team Reports:**

- 5.1 2023 Year in Review

**6.0 Adjournment- Next Meeting April 24, 2024 (Annual Meeting)**