

**Tioga County Local Development Corporation  
Board of Directors' Agenda  
Annual Meeting  
January 14, 2025, 8:45 am  
Economic Development and Planning Conference Room,  
56 Main Street, Owego NY**

**A) Call to Order and Introductions**

- Brittany Woodburn, President

**B) Attendance**

- LDC Board Members
- Ex Officio Board Member
- Guests
- Excused

**C) Consent Agenda**

**I) Monthly Meeting Designation**

- County Office Building, 56 Main Street, Owego, Economic Development and Planning Conference Room at 8:45 am the first Thursday of each month

**II) Media Designation**

- The Press & Sun Bulletin as the media designation

**III) Slate of Officers:**

- President – B. Woodburn
- Vice President – M. Kiechle
- Secretary – B. Johnson
- Treasurer – J. Ward

**IV) Committee Appointments:**

- Governance Committee – B. Woodburn, B. Johnson, C. Di Stefano
- Audit Committee – J. Ward, B. Woodburn,
- Finance Committee – J. Harris, B. Woodburn, M. Kiechle
- I Love New York Cooperative Partners Matching Funds Program Committee – J. Ward, B. Woodburn, L. Maley (Advisory), B. Maffei (Advisory)

**V) Other Appointments**

Compliance Officer

- Contracting Officer – R. Maffei
- Compliance Officer – R. Maffei
- Freedom of Information Officer – R. Maffei
- Code of Ethics Officer – J. Meagher (IDA Attorney)

**VI) Annual Policy Review**

- Governance Committee review of by-laws and policies – No changes from 2024
- Governance Committee review of employee handbook – No changes from 2024

**VII) Other Annual Review**

- Report on Conflict-of-Interest Incidents – No COI reported

**VIII) Audit Committee:**

1) Appointments

- Audit Firm: EFPR Rotenberg
- Financial Expert: EFPR Rotenberg

2) Annual Policy Review

- Audit Committee review of Audit Charter and Policies – No changes from 2024

**VIII) Finance Committee:**

1) Review of Corporate Investments

- There are currently no Corporate Investments

2) Review of Capital Investments and Capital Plan

- There is no significant change to the Capital Plan and no Capital Investments

3) Annual Policy Review

- Review of Finance Committee Charter and Policies – No changes from 2024

**D) Official Depository: Tioga State Bank**

**E) Annual Budget Review**

**F) Executive Session**

**G) Annual Budget Review**

**H) Annual Disclosure Documents and Board Forms**

**I) Old Business**

**J) New Business**

**K) Updates**

**L) Adjournment**