



Minutes of the Lewis County Development Corporation
Annual Board Meeting | March 7, 2024
Lewis County JCC Education Center | Lowville, NY

Board Members Present | Larry Dolhof, Mick Lehman, Shellie Marks, Tyler McDonald, Eric Virkler, Tim Petersen, Christie Andrus Nakano (Virtual), Jessica Clemons (Virtual)

Others Present | Cheyenne Steria, Brittany Davis, Liz Bush (Bowers), Janelle Tupper (Bowers)

- I. Call to Order
 - a. Chairman Tim Petersen called the meeting to order at 10:01AM.
- II. Privilege of the Floor
 - a. Bowers & Co presented the Audit Report, Draft Financial Statements, Draft Management Letter, Draft Investment Report, and Draft Board Communication Letter via Zoom. Janelle Tuper and Liz Bush from Bower & Co. walked the board through the draft financial statements and their audit opinion. Janelle highlighted a significant cash increase of \$1.3 million through the VPR and CEDP programs. She noted that as grant income increases, program income will also increase to administer those programs.
- III. Annual Organizational Items 10:01AM – 10:02AM
 - a. Audit Approval
 - i. The Board reviewed the previously distributed draft 2023 audit. Eric Virkler noted a job well done by staff for a clean audit.
 1. A motion to approve of the 2023 draft audit was made by Eric Virkler and seconded by Tyler McDonald. All present voted in favor and motion carried.
 - b. Bylaws Review
 - i. The Board reviewed the previously distributed **By-Laws of the LCDC**. Staff will fine tune by-laws to meet the current organizational structure, given the partnership with Naturally Lewis, Inc.
 1. A motion to readopt the current by-laws was made by Mick Lehman and seconded by Shellie Marks. All present voted in favor and motion carried.
 - c. ABO Acknowledgement of Fiduciary Duties
 - d. ABO Annual Board of Directors Evaluation
- IV. Board Member Re-Appointments
 - a. The Board discussed reappointing Tim Petersen and Terry Thisse to the LCDC Board as their terms have expired.
 - i. A motion to reappoint Tim Petersen and Terry Thisse to the LCDC Board was made by Eric Virkler and seconded by Larry Dolhof. All present voted in favor and motion carried.
- V. Election of Officers
 - a. The Board discussed electing officers for the position of President and Secretary.



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- i. A motion to retain the current officers in these positions was made by Larry Dolhof and seconded by Tyler McDonald. All present voted in favor and motion carried.

VI. Designation of Signers

- a. The Board discussed designating signers for the LCDC.
 - i. A motion to designate Brittany Davis, Tim Petersen, Eric Virkler, and Mick Lehman as signers was made by Tim Petersen and seconded by Shellie Marks. All present voted in favor and motion carried.

VII. Adjournment

- a. A motion to adjourn was made at 11:30AM by Mick Lehman and seconded by Tyler McDonald. All present were in favor and motion carried.

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