

**Jefferson County Civic Facility Development Corporation  
Governance Committee Meeting Minutes  
November 15, 2022**

The JCCFDC held a governance committee meeting in the board room at 800 Starbuck Avenue, Watertown, NY on Tuesday, November 15, 2022.

**Present:** W. Edward Walldroff, William Johnson, Paul Warneck

**Excused:** None

**Absent:** None

**Also Present:** David Zembiec, Peggy Sampson, Robin Stephenson  
Zoom: Justin Miller, Esq.

- I. **Call to Order:** Mr. Walldroff called the meeting to order at 1:45 p.m.
- II. **Bylaws** – Committee members reviewed the current bylaws. There were no changes.
- III. **Proposed Mission Statement/Performance Measurements** – Mr. Zembiec said that a mission statement should be simple and concise and not contain three pages of information. He proposed using the JCIDA's mission statement: Advance the job opportunities, health, general prosperity and economic welfare of the people of the County and to improve their recreation opportunities, prosperity and standard of living. A motion was made by Mr. Warneck to recommend the proposed mission statement to the full board of directors, seconded by Mr. Johnson. All in favor.
- IV. **Review Current/Proposed Policies and Procedures** – Committee members reviewed the following policies: Disposition of Real Property Guidelines, Investment Policy with Internal Controls, and Procurement Policy. There were no changes.
- V. **Annual Confidential Board Evaluations:** Committee members reviewed the summary results of confidential evaluation of board performance. Mr. Warneck said it is a bit difficult to answer since this board rarely sits down to go through projects (only have 3 active projects). He feels it will happen if a new project comes along.  
  
After review and discussion, a motion was made by Mr. Warneck to send the results to the full board of directors, seconded by Mr. Johnson. All in favor.
- VI. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Johnson, seconded by Mr. Warneck. The meeting adjourned at 1:49 p.m.

Respectfully submitted,

*Peggy Sampson*