



LEWIS COUNTY DEVELOPMENT CORPORATION

Lewis County Development Corporation
Annual Board Meeting Minutes
Lewis County JCC Education Center | 10am
Lowville, New York

Board Members Present: Tim Petersen, Larry Dolhof, Michele Ledoux, Tyler McDonald, Jasmine Coffman, Eric Virkler, Christie Andrus-Nakano (via Zoom)

Others Present: Brittany Davis, Cheyenne Steria, Trish Michael, Kaylee Tabolt

- I. Call to Order
 - a. Chairman Tim Petersen called the meeting to order at 10:01am.
- II. Privilege of the Floor
 - a. Jasmine Coffman, new Board Member, introduced herself to the Board.
- III. Audit Report – Bowers & Co.
 - 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, Liz Bush, and Zachary Wood from Bower & Co. presented the draft financial statements and their audit opinion to the Board.
 - i. A motion to approve the audit was made by Tim Petersen and seconded by Tyler McDonald. All present voted in favor and motion carried.
- IV. Annual Organizational Items
 - a. By-Laws
 - i. The Board reviewed and discussed the By-Laws.
 1. A motion to reapprove the By-Laws of the LCDC was made by Larry Dolhof and seconded by Mick Lehman. All present voted in favor and motion carried.
 - b. Board Member Reappointments
 - i. The Board discussed reappointing Tyler McDonald and Mick Lehman to the Board of Directors.
 1. A motion to reappoint terms for Tyler McDonald , Mick Lehman, and Larry Dolhof was made by Mick Lehman and seconded by Tim Petersen. All present voted in favor and motion carried.
- V. Officer Appointments
 - a. The Board reviewed and discussed the officers of the Board and the committees of the Board.
 - i. A motion to reappoint Tyler McDonald to the Vice President position and Mick Lehman to the Treasurer position was made by Tim Petersen and seconded by Larry Dolhof. All present voted in favor and motion carried.
 - ii. A motion to assign Larry Dolhof to the Finance & Audit Committee was made by Tim Petersen and seconded by Tyler McDonald. All present voted in favor and motion carried.



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VI. Designation of Signers

- a. The Board reviewed and discussed the designated signers for the LCDC.
 - i. A motion to designate the Executive Director (Brittany Davis), Board President (Tim Petersen), Board Secretary (Eric Virkler), and Board Treasurer (Mick Lehman) signers for the LCDC was made by Tyler McDonald and seconded by Mick Lehman. All present voted in favor and motion carried.

VII. Adjournment

- a. A motion to adjourn was made by Mick Lehman at 10:36am and seconded by Tim Petersen. All present voted in favor and motion carried.