



**Buffalo and Erie County Regional Development Corporation
Meeting of the Membership
March 22, 2023 @ 12:00 p.m.**

**701 Ellicott Street, Center of Excellence in Bioinformatics and Life Sciences
(CBLS) - The Event Space/Conference Room B2-205, located on the 2nd floor, Buffalo, New York 14203**

1.0 Call to Order

2.0 Approval of Minutes

- 2.1 Approval of the February 22, 2023 Minutes of the Meeting of the Membership (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 16-45)
3.4 2022– Investment Report (Action Item) (Pages 46-48)
3.5 Governance Committee Report (Informational) (Pages 49-50)
 a) Committee Self-Evaluation (Informational) (Pages 51-54)
 b) Board of Directors Evaluation/Survey (Informational) (Pages 55-57)
3.6 2023 Loan Status Report (Informational) (Page 58)
3.7 Approval of Board Certification of Loan Administration Plan-CARES ACT RLF (Pages 59-61)

4.0 Review and Adoption of Policies, Reports and Committee Charters: (Separate Package)

1. 2022 - Mission Statement, Performance Measures and Results (Action Item) (Pages 2-17)
2. 2023 - Mission Statement and Performance Measures (Action Item) (Pages 18-26)
3. 2022 - Public Authorities Report (Action Item) (Pages 27-92)
4. Airborne Infectious Disease Policy (Action Item) (Pages 93-101)

Re-Adopt Policies & Charters (Action Item)

5. Board Member Compensation, Reimbursement & Attendance Policy (Page 102)
6. Code of Ethics & Conflict of Interest Policy (Pages 103-108)
7. Corporate Credit Card Policy (Pages 109-111)
8. Defense & Indemnification Policy (Page 112)
9. Employee Compensation Program (Pages 113-114)
10. Fee Structure Policy (For ECIDA & ILDC Only) (Page 115)
11. Finance & Audit Committee Charter (Pages 116-120)
12. Governance Committee Charter (Pages 121-123)
13. Investment & Deposit Polic (Pages 124-131)
14. Procurement Policy (Pages 132-136)
15. Professional Services RFP Process and Policy (Pages 137-139)
16. Property Disposition Guidelines (Pages 140-146)
17. Real Property Acquisition Policy (Pages 147-148)
18. Sexual Harassment Policy (Pages 149-157)
19. Statement of Duties & Responsibilities of the Board of Directors (Pages 158-160)
20. Statement of the Competencies & Personal Attributes Required of Board Members (Page 161)
21. Travel, Conferences, Meals & Entertainment Policy (Pages 167)
22. Whistleblower Policy and Procedures (Pages 168-170)

5.0 Management Team Reports:

- 5.1 2022 Year in Review

6.0 Adjournment- Next Meeting April 26, 2023 (Annual Meeting)