

**COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION**

NOTICE/AGENDA OF ANNUAL MEETING

Please take notice that the annual meeting of the Counties of Warren and Washington Civic Development Corporation will be held on Tuesday, February 18, 2020, at 3:30 PM, in the Committee Room, second floor, of the Warren County Municipal Center, 1340 NYS Route 9, Queensbury, New York, for purposes of the following:

- I. Election of Officers**
- II. Appointment/Announcement by Chairman of:**
 - 1) at-large member of Executive Committee
 - 2) CFO/CEO of Corporation
- III. Committee appointments**
 - 1) Executive, Nominating, Governance Committees - same as IDA
 - 2) Audit & Finance Committee – same as IDA
- IV. Appointment of Consultants and Newspaper**
 - 1) Corporate Counsel (FitzGerald Morris Baker Firth, PC);
 - 2) Corporation's official newspaper (The Post Star)
 - 3) Corporation's official depository (Glens Falls National Bank)
- 1) PAAA Matters ****Please refer to your physical manual or go to WWW.IDA.COM, Documents, Policies to review prior to this meeting*******
 - 2) Annual review/ratification of Policies:
 - a) Investment Policy
 - b) Procurement Policy
 - c) Disposition of Real Property Guidelines
 - d) Mission Statement
 - e) Performance Measurements
 - f) Code of Ethics
 - g) Compensation, Reimbursement and Attendance Policy
 - h) Defense and Indemnification Policy
 - i) FOIL Policy
 - j) Sexual Harassment Policy
 - k) Travel Policy
 - l) Whistleblower Policy
 - m) Organizational Chart
 - n) Statement regarding Lobbying
 - o) Discretionary Funds Policy
- V. Any other legal business that may come before the Agency**