

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

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The **Executive Committee** meeting of the Counties of Warren and Washington Civic Development Corporation was held on Wednesday, June 5, 2019, at the offices of FitzGerald Morris Baker Firth PC, 68 Warren Street, Glens Falls, NY. The following were:

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| Present: | Matt Simpson | Chair |
| | Joseph LaFiura | Secretary/Treasurer |
| | Dave O’Brien | Vice-Chair |
| | Brian Campbell | Park Chair |
| | Craig Leggett | At-Large Member |
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Also Present: |
Michael Brandi, Esq. |
FitzGerald Morris Baker Firth PC |
| | Alie White | Office Administrator |
| | Kara Lais, Esq. | FitzGerald Morris Baker Firth PC |
| | Michael Bittel | CEO/CFO of WWIDA and WWCDC |
| | Travis Whitehead | WWIDA and WWCDC Board Member |

The minutes were taken by the Office Administrator.

Call to Order: Chair Simpson called the meeting to order at 9:35 a.m. Quorum was confirmed as still being present from the IDA Executive Park meeting at 9:00 a.m.

Minutes of Prior Meeting: Upon motion by Mr. LaFiura and a second by Mr. Leggett, the minutes of the May 8, 2019 Executive Committee for the Civic Development Corporation Meeting were approved unanimously by the Committee.

Old Business: Mr. Simpson confirmed there was no old business to discuss.

New Business:

Letter of Engagement with Whitemore, Down & Ricciardelli: Mr. Simpson confirmed that Ms. White will be contacting Whitemore, Downen & Ricciardelli to prepare an Engagement Letter for audit services to be available for review prior to the June Board Meeting.

There being no further business before the committee, a motion was made by Mr. O’Brien and seconded by Mr. LaFiura to adjourn the meeting.

Chair Simpson adjourned the meeting at 9:37 a.m.

DATE

Joseph LaFiura, Secretary/Treasurer