

# Buffalo Urban Development Corporation

95 Perry Street

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Buffalo, New York 14203

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## **Buffalo Urban Development Corporation Governance Committee Meeting Monday - June 22, 2020 – Noon**

### **Via Conference Call & Live Stream Audio**

#### **Agenda**

1. Approval of Minutes of June 12, 2019 Meeting *(Action) (Enclosure)*
2. PARIS Report Certification Update *(Information)*
3. Public Authorities Law Compliance Letters Issuance Update *(Information)*
4. Re-appointment of Board Members (2020 - 2023) – *(Recommendation) (Enclosure)*
5. Appointment of Officers (2020 - 2021) – *(Recommendation) (Enclosure)*
6. Appointment of Committee Members (2020 - 2021) – *(Recommendation) (Enclosure)*
7. Centennial Park Project – Great Lakes Commission Grant *(Information)*
8. PAAA Training Update *(Information) (Enclosure)*
9. Adjournment *(Action)*

**Minutes of the Governance Committee Meeting  
of  
Buffalo Urban Development Corporation**

**95 Perry Street  
June 12, 2019  
12:00 p.m.**

**Call to Order:**

Committee Members Present:

Dennis W. Elsenbeck  
Thomas Halligan  
Thomas A. Kucharski (Committee Chair)  
Amanda Mays  
Dennis M. Penman

Committee Members Absent:

Hon. Byron W. Brown  
Brendan R. Mehaffy

Officers Present:

David A. Stebbins, Executive Vice President  
Brandye Merriweather, Vice President  
Mollie M. Profic, Treasurer  
Kevin J. Zanner, Secretary  
Atiqa Abidi, Assistant Treasurer

Others Present: Dawn Boudreau, ECIDA Compliance Officer.

**Roll Call:** Mr. Penman served as acting chair of the meeting. Mr. Penman called the meeting to order at 12:06. A quorum of the Committee was present. Mr. Kucharski joined the meeting during the presentation of item 7.0.

- 1.0 **Approval of Minutes of the March 13, 2019 Meeting** – The minutes of the March 13, 2019 meeting of the Governance Committee were presented. Mr. Elsenbeck made a motion to approve the minutes. The motion was seconded by Ms. Mays and unanimously carried.
- 2.0 **PARIS Report Certification** – Mr. Stebbins reported that the PARIS report was certified and submitted by the March 31, 2019 deadline.
- 3.0 **Public Authority Law Compliance Letters Issuance** – Ms. Boudreau informed the Committee that all Public Authorities Law compliance letters were mailed in advance of the March 31, 2019 deadline.
- 4.0 **Re-appointment of Board Members (2019-2022)** – Mr. Stebbins reported that there are two citizen members eligible for re-appointment this year, David Nasca and Craig Slater. Mr. Nasca and Mr. Slater have expressed that they wish to continue serving on the Board. Mr. Stebbins also informed the Committee that the term of Board member Dennis Penman is scheduled to expire, and that Mayor Brown intends to reappoint Mr. Penman for a new three year term at the annual meeting. Mr. Elsenbeck made a motion to recommend that the Board of Directors approve the proposed re-appointment of Board members Nasca and Slater. The motion was seconded by Mr. Halligan and unanimously carried.

**5.0 Re-appointment of Officers (2019-2020)** – Mr. Stebbins circulated the proposed slate of officers for 2019-2020 as follows:

Chair:	Hon. Byron W. Brown
Vice Chair:	Dennis M. Penman
President:	Peter M. Cammarata
Executive Vice President:	David A. Stebbins
Vice President:	Brandye Merriweather
Treasurer:	Mollie M. Profic
Secretary:	Kevin J. Zanner
Assistant Treasurer:	Atiqa Abidi

Ms. Mays made a motion to recommend that the Board of Directors approve the proposed slate of officers. The motion was seconded by Mr. Halligan and unanimously carried.

**6.0 Re-appointment of Committee Members (2019-2020)** – Mr. Stebbins circulated the slate of proposed appointees to the Downtown, Audit & Finance, Governance, Real Estate and Loan Committees. Mr. Stebbins noted that the Downtown Committee has been increased to nine members in light of the committee's expanded role in waterfront development projects, specifically the transformation of LaSalle Park into the Ralph C. Wilson, Jr. Centennial Park. Mr. Halligan made a motion to recommend that the Board of Directors approve the committee appointments as presented. The motion was seconded by Mr. Elsenbeck and unanimously carried.

**7.0 PAAA Training** – Ms. Boudreau reported that four Board members received the required training in 2018 and two Board members received training in 2019. The Committee discussed Public Authorities Law and Authorities Budget Office requirements. Mr. Stebbins thanked Ms. Boudreau for helping keep BUDC in compliance with these regulatory requirements.

**8.0 Adjournment** – There being no further business to come before the Governance Committee, upon motion made by Ms. Mays, seconded by Mr. Elsenbeck and unanimously carried, the June 12, 2019 meeting of the Governance Committee was adjourned at 12:25 p.m.

Respectfully submitted,



Kevin J. Zanner, Secretary

	<b>Board of Directors Name</b>	<b>Phone</b>	<b>RSVP</b>	<b>Term Expires</b>	<b>Committee</b>
1	<b>Hon. Byron W. Brown</b> <i>(Bernadette Taylor)</i>			<i>ex-officio</i>	<b>Governance</b>
2	<b>Hon. Darius Pridgen</b> <i>(Marc Pope)</i>			<i>ex-officio</i>	<b>Downtown</b>
3	<b>Trina Burruss</b> <i>(No Assistant)</i>			6/30/21	<b>Audit &amp; Finance</b> <b>Downtown</b>
4	<b>James Comerford, Jr.</b> <i>(Davette Patton)</i>			<i>ex-officio</i>	<b>Audit &amp; Finance</b> <b>Downtown</b>
5	<b>Janique S. Curry</b> <i>(No Assistant)</i>			6/30/21 <b>BBRC</b>	<b>Audit &amp; Finance</b> <b>Real Estate</b>
6	<b>Dennis W. Eisenbeck</b> <i>(No Assistant)</i>			6/27/20	<b>Governance</b>
7	<b>Mike Finn</b> <i>(Marren Miller)</i>			<i>ex-officio</i>	<b>Downtown</b>
8	<b>Darby Fishkin</b> <i>(No Assistant)</i>			6/27/20	<b>Downtown</b>
9	<b>Dottie Gallagher</b> <i>(Kathleen Sullivan)</i>			<i>ex-officio</i>	<b>Downtown</b> <b>Loan Committee</b>
10	<b>Thomas Halligan</b> <i>(No Assistant)</i>			6/30/21	<b>Governance</b>
11	<b>Thomas Hersey</b> <i>(Courtney Scordato)</i>			<i>ex-officio</i>	<b>Downtown</b>
12	<b>Thomas Kucharski</b> <i>(Alexandra Williams)</i>			<i>ex-officio</i> <b>BBRC</b>	<b>Governance - Chair</b> <b>Real Estate</b>
13	<b>Amanda Mays</b> <i>(Janet Murray)</i>			<i>ex-officio</i>	<b>Governance</b>
14	<b>Brendan Mehaffy</b> <i>(Lanette Bouiware)</i>			<i>ex-officio</i>  <b>BBRC</b>	<b>Downtown - Chair</b> <b>Governance</b> <b>Loan Committee - Chair</b> <b>Real Estate</b>
15	<b>Kimberley A. Minkel</b> <i>(Darleen Jaeger)</i>			<i>ex-officio</i> <b>BBRC</b>	<b>Real Estate</b> <b>Downtown</b>
16	<b>David Nasca</b> <i>(Michelle Baumgarden)</i>			6/25/22	<b>Audit &amp; Finance</b>
17	<b>Dennis Penman</b> <i>(No Assistant)</i>			6/25/22 <b>BBRC</b>	<b>Audit &amp; Finance - Chair</b> <b>Real Estate</b> <b>Governance</b>
18	<b>Craig Slater</b> <i>(Emily Slater)</i>			6/25/22 <b>BBRC</b>	<b>Real Estate - Chair</b>
19	<b>Maria Whyte</b> <i>(Kara Zambito)</i>			<i>ex-officio</i> <b>BBRC</b>	<b>Real Estate</b>

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## Item 5

**2020 – 2021**

### **Buffalo Urban Development Corporation**

#### **Slate of Officers**

<b>Chairman:</b>	Hon. Byron W. Brown, Mayor
<b>Vice Chairman:</b>	Dennis Penman
<b>President:</b>	Peter M. Cammarata
<b>Vice President – Downtown Development:</b>	Brandye Merriweather
<b>Vice President – Finance &amp; Development:</b>	Rebecca Gandour
<b>Secretary:</b>	Kevin J. Zanner, Esq.
<b>Treasurer:</b>	Mollie Profic
<b>Assistant Treasurer:</b>	Atiqa Abidi

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## Item 6

### Slate of 2020-2021 BUDC Board Committee Members

#### **Audit & Finance (5)**

Burruss  
Comerford  
Curry  
Nasca  
Penman (Chair)

#### **Governance (7)**

Brown  
Elsenbeck  
Halligan  
Kucharski (Chair)  
Mays  
Mehaffy  
Penman

#### **Real Estate (7)**

Curry  
Kucharski  
Mehaffy  
Minkel  
Penman  
Slater (Chair)  
Whyte

#### **Downtown (9)**

Burruss  
Comerford  
Finn  
Fishkin  
Gallagher  
Hersey  
Mehaffy (Chair)  
Minkel  
Pridgen

#### **Loan (2)**

Gallagher  
Mehaffy (Chair)

Adam Perry (Downtown Committee Chair Appointee)

James Rykowski (Evans Bank)\*

Mike Anthony (M&T Bank)\*

Joseph Burden (HSBC)\*

Russ Genter (KeyBank)\*

*\* These Loan Committee Members are appointed by their respective organizations.*

**Peter Cammarata**

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**Subject:** FW: Authority Budget Office Training Sessions- July 2020

**From:** Boudreau, Dawn [mailto:dboudreau@ecidany.com]  
**Sent:** Tuesday, June 16, 2020 11:47 AM  
**Subject:** Authority Budget Office Training Sessions- July 2020

Good afternoon,

As you know, Section 2824 of the Public Authorities Accountability Act (PAAA) requires all Board members to receive training regarding their legal, fiduciary, financial and ethical responsibilities as board members of an authority. Board members are required to receive this training within one year of their appointment to the Board. As a best practice, board members should receive refresher training at least every three years. Our records indicate that you have not yet received the ABO training or that you have not had training within the past three years.

The ABO has two upcoming training sessions.

- **Friday, July 17, 2020 - 9:30 a.m. to 11:00 a.m.**
- **Wednesday, July 22, 2020 - 9:30 a.m. to 11:00 am**

Participation in each training class will be limited to 20 people, provided on a first come first serve basis. Participants will be expected to ask and answer questions in the same manner as if they were in a classroom setting.

You will need the following to participate in the training:

- A telephone
- A quiet setting such as an office where you can close the door
- A computer with internet access

Due to this limited availability, submitting an email does not guarantee your registration. You will receive an email from the ABO confirming if your registration request was accepted. If you are confirmed for training, your email will include instructions on how to access the webinar training. If your preferred session is closed, you will be directed to register for a different session.

Please be advised that as a result of ABO staff working remotely at this time, technical support is limited to email for those experiencing issues accessing the WebEx session. The ABO office will respond as best as possible. Answers to some common issues/questions are below:

- **I'm having trouble accessing the meeting.** Try using a different browser (Chrome or Internet Explorer)
- **Do I need a phone and computer to join the meeting?** Yes. The phone is used for audio and the computer is needed for the visual portion of the training.
- **Can I use my phone or tablet instead of a computer?** Yes, however, our office is not able to provide the same level of technical support for accessing the meeting on either of these devices.

**INSTRUCTIONS TO REGISTER:** Please send an email to the ABO ([info@abo.ny.gov](mailto:info@abo.ny.gov)) with the following information:

- Date of requested session:
- Full Name of Participant:
- Name of Affiliate Authority (i.e. Buffalo Urban Renewal Agency, please no acronyms):
- Role at Authority (i.e. Board Member, Staff, etc.):
- Email address:
- Phone number:

**If you are able to participate in either of the training sessions, please indicate which day is convenient for you and I will send the email to the ABO on your behalf. Alternatively, you may send the email on your own. If you register on your own, please let me know the date that you chose.**

**Upon completion of your training session, you will receive an email from the ABO confirming your participation. When you receive this email, please forward it to me at: [dboudreau@ecidany.com](mailto:dboudreau@ecidany.com).**

Thank you for your time and attention.

## **Dawn Boudreau**

Compliance Officer  
Direct Line (716) 362-8360  
[dboudreau@ecidany.com](mailto:dboudreau@ecidany.com)

## **ECIDA**

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