

ALBANY CSO POOL COMMUNITIES CORPORATION

C/O Capital District Regional Planning Commission
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www.cdrpc.org

Minutes of Governance Committee Meeting

Thursday, November 8, 2018

9:45am

Board Members Present:

Bill Simcoe – City of Albany
Mark Hendricks – City of Rensselaer
Jeremy Smith – City of Watervliet
Sean Ward – Village of Green Island

Also Present:

Martin Daley – CDRPC Staff
Tom White – CDRPC Staff
Mark Castiglione – CDRPC Staff
Joshua Tocci – CDRPC Staff
Tom Dufresne – City of Albany

I. Call to Order/Roll Call

Bill Simcoe called the meeting to order at 9:45am. Four out of the five committee members were present.

II. Reading and Approval of Minutes of October 12, 2017

The minutes were distributed before the meeting. No changes were made. There will be a name change for Gerard Nathan, whose name was typed as Gerald.

Action Taken

Mark Hendricks made a motion to change and approve the October 11, 2018 meeting minutes and Sean Ward seconded. The motion was approved unanimously.

III. Board Self-Evaluations

The CSO Corporation Board is required to fill out self evaluations every year. Martin has provided the evaluation forms to the Board but has not yet received all of them back. The board will wait until the next meeting in December to take action on the evaluations.

IV. Corporation Governance Principles, Policies and Practices

The Albany Pool Communities By-Laws states the Board's Governance Committee must annually review the Charter, By-Laws, and internal control policies. These are available on the Corporation website. Martin asked the Committee to review the bylaws and policies for any changes or revisions. Martin asked if Board members had any proposed changes or updates since the last meeting when the call for review and suggestions was made to adopt a Sexual Harassment and Workplace Violence policy.

Martin offered to have a draft of the new policies prepared for the next meeting for the Governance Committee to review and for the Board to approve.

Action Taken

Sean Ward motioned to make the recommendation of adopting a Sexual Harassment and Workplace Violence policy to the Board. Jeremy Smith seconds the motion.

The motion was approved unanimously.

V. Other Business

There was no other business.

VI. Adjournment

Sean Ward made a motion to adjourn the meeting and Mark Hendricks seconded. The motion was approved unanimously. The meeting was adjourned at 10:00am.