



To: Town of Montgomery IDA, Board of Directors
From: Felicia Kalan, Executive Director
Date: April 22, 2023
RE: Summary of Governance Committee Meeting on April 9, 2024

Committee Members Present: George Declue, Robert Santo, Jose Hernandez

The purpose of this memorandum is to provide a summary of the Governance Committee, held on Tuesday, April 9, 2024.

George Declue brought the meeting to order and declared a quorum, seconded by Jose Hernandez at 12:31 p.m.

Robert Santo made a motion to accept the Governance Committee meeting minutes from April 2023, seconded by Jose Hernandez.

Executive Director Felicia Kalan explained that she did submit the Annual Board Evaluations to the Authorities Budget Office and that an Executive Director annual evaluation was conducted last year, and should be conducted this year as well. A copy would need to be kept on file with the Town of Montgomery Human Resource department.

Felicia Kalan also mentioned that part of the role of the Governance Committee is to review the current organization policies and to make recommendations. It was brought to the Board's attention that there may be a need for a social media policy to protect the organization, ensuring that no statements are made that are counterintuitive to the organization values and goals. No vote was taken on the matter.

Felicia Kalan began a review of the current IDA Fee Schedules in surrounding counties and made a recommendation that the MIDA increase the application fee by \$1,000 and to charge an annual fee for auditing purposes.

Robert Santo made a motion to increase the application fee to \$1,000 and at this time to not make any changes to the annual fees. Motion was seconded by George Declue and all were in favor.

George Declue made a motion to adjourn the meeting at 12:56 p.m.