



**COMMITTEE MEETING OF THE TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY
GOVERNANCE COMMITTEE**

HELD AT 12:30 PM ON TUESDAY, APRIL 11, 2023

TOWN HALL

110 BRACKEN ROAD MONTGOMERY, NY 12549

PRESENT:

**Jeffrey Crist - Chairman
Robert Santo - Member
George Declue - Member
Felicia Kalan - Executive Director TOMIDA
Ashley Torre- Naughton & Torre**

ABSENT:

NOTE: Conference Call Line - No Calls

Order of Business

12:30

- 1. Call to Order and Declaration of Quorum**
- 2. Policy Review for Debit Card Authorization and Travel Policy Consideration & Recommendation to the TMIDA Board**
- 3. Discussion regarding recommendation for TMIDA Board member and staff evaluation**
- 4. Adjournment**

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1. Chairman Crist called the meeting to order, a quorum was present.

2. The Executive Director, Felicia Kalan, explained a Debit Card was needed for online transactions whereby a check could not be utilized for payment transaction, and that legal had prepared a document for the Committee to review that would give guidelines to debit card authorization and travel policy. The Governance Committee members reviewed the Debit Card Debit Card Authorization and Travel Policy document and a vote took place to officially approve a recommendation of the Policy to the TMIDA Board.

Roll Call Vote:

Jeffrey Crist- Aye

George Declue- Aye

Robert Santo- Aye

3. The Executive Director, Felicia Kalan, also indicated that the ABO requires the Board members to do an evaluation, and for staff to be evaluated as well.

Chairman Jeffrey Crist stated that he and Treasurer Matt Stoddard would do the executive staff evaluation and keep a record on file with the Town of Montgomery Human Resources department.

4. Meeting adjourned at 12:45 p.m.

These meeting minutes were transcribed by Executive Director Felicia Kalan