

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

SPECIAL MEETING OF THE MEMBERS

JANUARY 16, 2020; 10:00a

113 MAIN STREET, CANANDAIGUA, NY 14424

AGENDA

- | | | |
|------|------------------------------------|------------------------------|
| I. | Call to Order | Carl Steinbrenner, President |
| II. | Approval of Minutes | Carl Steinbrenner, President |
| III. | Reports/Presentations | |
| | a. Resignation of Kevin Reynolds | Carl Steinbrenner, President |
| IV. | Matters Being Submitted to Members | |
| | a. Appointment of New Director | Doug Finch, Town Manager |
| | b. Other Business | |
| V. | General Discussion | Carl Steinbrenner, President |

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Regular Meeting

JANUARY 16, 2020; 10:15a

113 MAIN STREET, CANANDAIGUA, NY 14424

AGENDA

- | | | |
|------|---|------------------------------|
| I. | Call to Order | Carl Steinbrenner, President |
| II. | Approval of Minutes
<i>Copies to be provided.</i> | Carl Steinbrenner, President |
| III. | Reports/Presentations | |
| | a. Resignation of Board Member | Carl Steinbrenner, President |
| | b. Retention of MRB Group
<i>See attached materials.</i> | Carl Steinbrenner, President |
| | c. UPWP Grant Application Update
<i>See attached materials.</i> | Matt Horn, MRB Group |
| | d. Overview—Board Compliance Actions
<i>See attached materials.</i> | Matt Horn, MRB Group |
| | e. 2020 Economic Development Action Plan
<i>See attached materials.</i> | Matt Horn, MRB Group |
| | f. Financial Report
<i>To be provided.</i> | Bob Taylor |
| IV. | Pending Board Matters | |
| | <ul style="list-style-type: none">• None | |
| V. | New Board Matters | |
| | a. Visitor Center Funding
<i>See attached materials.</i> | Carl Steinbrenner, President |

- b. Affirmation/Election of Officers**
See attached materials.

Carl Steinbrenner, President

VI. Adjourn

Next Regular Meeting: February 20, 2020

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

STRATEGIC PLANNING SESSION

FEBRUARY 6, 2020; 10:00a

3225 EAST LAKE ROAD, CANANDAIGUA, NY 14424
(LYONS NATIONAL BANK)

AGENDA

10:00 OPEN AND WELCOME

Carl Steinbrenner will open the meeting and welcome Board members.

10:10 AGENDA REVIEW/GOALS FOR THE DAY

Matt Horn will provide an overview of the agenda for the day, ground rules for our engagement, and the flow of the work.

10:20 STARTING WITH WHY

Matt Horn will provide a basic overview of the concepts of Start with Why as a refresher for the team, and provide context for how they will be used in today's efforts.

10:45 FINDING OUR WHY

The team will engage in a series of small group exercises, leveraging preliminary thought development work to generate draft mission and vision statements for the organization.

12:00 BREAK

12:15 ADVANCING WHY THROUGH HOW

The team will leverage the information developed in the previous session, as well as answers to preliminary thought prompts to develop three or four Strategic Imperatives—our HOW for advancing the vision.

12:45

ACTION PLANNING

The team will develop an implementation framework for 2020 and 2021 priorities.

1:45

WRAP UP AND NEXT STEPS

We will review the accomplishments of the day, discuss next steps, and address any outstanding issues.

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Regular Meeting

February 20, 2020; 10:00a

113 MAIN STREET, CANANDAIGUA, NY 14424

AGENDA

- | | | |
|------|--|------------------------------|
| I. | Call to Order | Carl Steinbrenner, President |
| II. | Approval of Minutes | Carl Steinbrenner, President |
| III. | Reports/Presentations | |
| | a. Financial Report | Bob Taylor |
| | <i>To be provided.</i> | |
| | b. Report on Strategic Planning Session | Matt Horn |
| | <i>See attached materials.</i> | |
| IV. | Pending Board Matters | |
| | • None | |
| V. | New Board Matters | |
| | <i>See attached materials.</i> | |
| | a. Review/Approval of Draft
Vision Statement | Matt Horn |
| | b. Review/Approval of Draft
Mission Statement | Matt Horn |
| | c. Discussion Regarding Establishing
Governance Committee | Matt Horn |
| | d. Discussion Regarding Establishing
Finance Committee | Matt Horn |
| | e. Review/Approve Defense and
Indemnification Policy | Matt Horn |
| | f. Review/Approve Salary and
Compensation Policy | Matt Horn |
| | g. Review/Approve Travel Policy | Matt Horn |

- | | |
|--|-----------|
| h. Review/Approve Whistleblower Policy | Matt Horn |
| i. Review/Approve Investment Policy | Matt Horn |
| j. Review/Approve Capital Assets Policy | Matt Horn |
| k. Review/Approve Lobbying Policy | Matt Horn |
| l. Review/Execute Fiduciary Responsibilities | Matt Horn |

VI. Other Business

VII. Adjourn

Next Regular Meeting: March 19, 2020

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Special Meeting

April 2, 2020; 9:30a

DIGITAL/REMOTE MEETING

PUBLIC DIAL-IN INFO: (929) 205-6099/MEETING ID: 589 185 271

AGENDA

- I. Call to Order Carl Steinbrenner, President

- II. Approval of Minutes Carl Steinbrenner, President

- III. Reports/Presentations
 - a. Financial Report Bob Taylor, Treasurer
To be provided.

- IV. Pending Board Matters
 - None

- V. New Board Matters
See attached materials.
 - a. Review/Approval of Draft Vision Statement Matt Horn
 - b. Review/Approval of Draft Mission Statement Matt Horn
 - c. Discussion Regarding Establishing Governance Committee Matt Horn
 - d. Discussion Regarding Establishing Finance Committee Matt Horn
 - e. Review/Execute Fiduciary Responsibilities Matt Horn

- VI. Other Business
 - a. Discuss Opportunities to Support Local Businesses Impacted by COVID-19
 - b. Overview of 2020 -2021 Action Plan

c. Other Board Matters

VII. Adjourn

Next Regular Meeting: April 16, 2020

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Regular Meeting

May 21, 2020; 10:00a

DIGITAL/REMOTE MEETING

PUBLIC DIAL-IN INFO: (929) 205-6099

MEETING ID: 939 2424 1262 / PASSWORD: 842623

AGENDA

- I. **Call to Order** Carl Steinbrenner, President

- II. **Approval of Minutes** Carl Steinbrenner, President

- III. **Reports/Presentations**
 - a. **Financial Report** Bob Taylor, Treasurer
To be provided.

- IV. **Pending Board Matters**
 - a. **2020-2021 Action Plan Update** Brooke Mayer
See attached materials.

 - b. **Waterfront Active Transportation Plan (UPWP project) Update** Brooke Mayer
Status update and next steps

- V. **New Board Matters**
 - a. **COVID-19 Survey Summary and Response Recommendations** Brooke Mayer
See attached materials.

- VI. **Other Business**

- VII. **Adjourn**

Next Regular Meeting: June 18, 2020; 10a

BOARD OF DIRECTORS MEETING AGENDA

Canandaigua Local Development Corporation, Inc.
Thursday June 18, 2020 – 10:00 am

Web Videoconference Meeting

(In Lieu of In-Person Meeting at 113 South Main Street, Canandaigua)

Zoom Meeting ID: 920 5966 9147 Password: 334316 Telephonic Dial-In: +1 929 205 6099

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- | | | |
|-----------|---|-----------------|
| 1. | Call to Order and Introductions (1 minute) | C. Steinbrenner |
| 2. | Approval of May 21, 2020 Meeting Minutes (5 minutes -Action Item) | J. Goodwin |
| 3. | Financial Report (10 minutes) | |
| | • 2020 Balance Sheet and Income Statement YTD | R. Taylor |
| | • IRS Code section 115(1) or section 501(c)(3) filings (Action Item) | R. Taylor |
| 4. | Committee Reports | |
| | Governance Committee (10 minutes) | |
| | • Remote Board Participation Capability | D. Finch |
| | • Board Meeting Rules and Procedures | D. Finch |
| | Finance Committee (5 minutes) | |
| | • 2022+ LDC Funding and Revenue Plan | E. Fogg |
| 5. | Operations Report (35 minutes) | |
| | • June 30 Reports due to NYS Authorities Budget Office | C. Steinbrenner |
| | ○ Budget, Annual, Audit, Procurement and Investment | MRB Group |
| | • 2020-21 LDC Strategic Imperatives Project Plans and Reports | |
| | ○ Approved Projects | |
| | ▪ GTC Canandaigua Waterfront Connector Active Transportation Grant | J. Goodwin |
| | ▪ Canandaigua Downtown Revitalization Initiative | J. Goodwin |
| | ○ Other February 2020 Board Identified Strategic Initiatives | |
| | ▪ Phoenix Street | R. Taylor |
| | ▪ Downtown Ground Floor Retail and Upper Floor Residences | J. Goodwin |
| | ▪ Market Ready Building and Site Development | J. Goodwin |
| | ▪ Pinnacle North Expansion | J. Goodwin |
| | ▪ Chapin Street Development | J. Goodwin |
| | • Potential Mission Drift from Enabling and Facilitating Economic Development | E. Fogg |

- Additional Suggested Strategic Imperatives E. Fogg
 - Canandaigua Innovation Hub
 - Website Microsites
 - 501(c)(3) Foundation
 - Systems and Processes to Promote, Recruit, and Attract Businesses

6. Other Reports (25 Minutes)

- Perspectives on LDC's Purpose and Focus and Use of Member and Local Resources
K. Dworaczyk
Board Chair of CCC/LDC Member
- COVID-19 Response Initiative MRB Group
- Reopening Information and Update Resource Initiative D. Finch

7. Other Matters and Announcements. (5 Minutes)

- 8. Adjournment** C. Steinbrenner

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Special Meeting

July 2, 2020; 10:30a

DIGITAL/REMOTE MEETING

PUBLIC DIAL-IN INFO: (929) 205-6099

MEETING ID: 947 4369 0731/ PASSWORD: 016843

AGENDA

- I. **Call to Order and Introductions** Carl Steinbrenner, President

- II. **Review and Discussion of Strategic Imperatives** Carl Steinbrenner, President
 - a. **Approved 2020 Strategic Projects**
 - o GTC Waterfront Active Transportation Grant
 - o Downtown Revitalization Initiative Application
 - o Phoenix Street Pedestrian Zone Development

 - b. **Other February Board-Identified Strategic Initiatives**
 - o Downtown Ground Floor Retail and Upper Floor Residences
 - o Market Ready Building & Site Development
 - o Pinnacle North Expansion
 - o Chapin Street Development

 - c. **Chamber of Commerce Requested Strategic Imperatives**
 - o Canandaigua Innovation Hub
 - o Website Microsites
 - o 501(c)(3) Foundation
 - o Systems and Processes to Promote, Recruit and Attract Businesses

d. Business Improvement District

Suggested Strategic Imperatives

- Main Street Business Adaptation of Online Sites
- Online Virtual Main Street Shopping

e. Other Suggested 2020

Strategic Projects

- Uptown Development Area
- Other Town Development Zones

III. Other Business

IV. Adjournment

Next Regular Meeting: July 16, 2020; 10a

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Regular Meeting

July 16, 2020; 10:00a

Location TBC (for Board of Directors)

PUBLIC DIAL-IN INFO: (929) 205-6099

MEETING ID: 935 8947 4894 / PASSWORD: 088249

AGENDA

- I. **Call to Order** Carl Steinbrenner, President
- II. **Approval of Minutes** Carl Steinbrenner, President
 - a. June 18 Meeting
 - b. July 2 Special Meeting
- III. **Reports/Presentations**
 - a. Financial Report Bob Taylor, Treasurer
 - b. Funding and Revenue Strategy Matt Horn / Brooke Mayer
- IV. **Pending Board Matters**
 - a. Board Facilitation Approach Jim Terwilliger
 - b. Rules of Procedure Doug Finch
 - c. Tax-Exempt Status Bob Taylor
 - d. 2020-2021 Strategic Action Plan Review Matt Horn / Brooke Mayer
- V. **New Board Matters**
 - a. Virtual Downtown Proposal Brooke Mayer
 - b. Board of Director Elections Doug Finch
- VI. **Other Business**
 - a. Format for Future Meetings (in person / remote) Carl Steinbrenner
- VII. **Adjourn**

Next Regular Meeting: August 20, 2020; 10a

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Regular Meeting

August 20, 2020; 10:00a

Canandaigua Town Hall, 5440 Route 5 & 20 West

Onalinda Meeting Room

PUBLIC DIAL-IN INFO: (929) 205-6099

MEETING ID: 922 9373 7967/ PASSWORD: 859275

AGENDA

1. **Call to Order** Carl Steinbrenner, President
2. **Roll Call** Carl Steinbrenner, President
3. **Privilege of the Floor**
 - a. LDC Branding Exercise Maureen Ballatori,
29 Design Studio
4. **Approval of Meeting Minutes** Carl Steinbrenner, President
 - a. June 18 Minutes
 - b. July 2 Minutes
 - c. July 16 Minutes
5. **Financial Report** Bob Taylor, Treasurer
6. **Committee Reports**
 - a. Governance Committee
 - Rules of Procedure Doug Finch
 - b. Finance Committee
 - Tax-Exempt Status Bob Taylor, MRB Group
 - Funding and Revenue Strategy Matt Horn, MRB Group
7. **Operations Report**
 - a. Strategic Action Plan updates
 - S1: The Hub [FKA Phoenix Street] Matt Horn
 - S2: Downtown Ground Fl. Activation John Goodwin / Bob Taylor

- S3: Market-Ready Buildings Matt Horn
- S4: Downtown Residential Dev. Matt Horn
- S5: Waterfront Active Transportation John Goodwin
- S6: Pinnacle North Matt Horn
- S7: 10 Chapin Street John Goodwin

8. Other Reports and Priority Business

- a. Market Study Overview Matt Horn
- b. Virtual Main Street Initiative Matt Horn
- c. Chamber Coworking Hub Ethan Fogg

9. Resolutions and Motions

10. Other Business

11. Privilege of the Floor

12. Adjournment

Carl Steinbrenner, President

Next Regular Meeting: September 17, 2020; 10a

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Regular Meeting

September 17, 2020; 10:00a

Canandaigua Town Hall, 5440 Route 5 & 20 West

Onalinda Meeting Room

PUBLIC DIAL-IN INFO: (929) 205-6099

MEETING ID: 916 7913 5856/ PASSWORD: 685338

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

AGENDA

1. **Call to Order** Carl Steinbrenner, President
2. **Roll Call** Carl Steinbrenner, President
3. **Privilege of the Floor**
4. **Approval of Meeting Minutes** Carl Steinbrenner, President
 - a. August 20, 2020
5. **Financial Report** Bob Taylor, Treasurer
6. **Committee Reports**
 - a. Finance Committee
 - Tax-Exempt Status Bob Taylor
 - Funding and Revenue Strategy Matt Horn, MRB Group
 - Development of 2021 Budget Bob Taylor
7. **Operations Report**
 - a. Strategic Action Plan updates Matt Horn
 - S1: The Hub [FKA Phoenix Street] John Goodwin / Bob Taylor
 - S2: Downtown Ground Fl. Activation Matt Horn
 - S3: Market-Ready Buildings Matt Horn

- S4: Downtown Residential Dev. Matt Horn
- S5: Waterfront Active Transportation John Goodwin
- S6: Pinnacle North Matt Horn
- S7: 10 Chapin Street John Goodwin
- S8: Virtual Canandaigua Matt Horn

8. Other Reports and Priority Business

9. Resolutions and Motions

10. Other Business

11. Privilege of the Floor

12. Adjournment

Carl Steinbrenner, President

Next Regular Meeting: October 15, 2020; 10a

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Regular Meeting

October 15, 2020; 10:00a

Canandaigua Town Hall, 5440 Route 5 & 20 West

Onalinda Meeting Room

PUBLIC DIAL-IN INFO: (929) 205-6099

MEETING ID: 916 7913 5856/ PASSWORD: 685338

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

AGENDA

1. **Call to Order** Carl Steinbrenner, President
2. **Roll Call** Carl Steinbrenner, President
3. **Privilege of the Floor**
 - a. Presentation from GRE Kate Dailey, GRE
 - b. Presentation on CLDC Branding Maureen Ballatori, 29 Design
4. **Approval of Meeting Minutes** Carl Steinbrenner, President
 - a. September 17, 2020
5. **Financial Report** Bob Taylor, Treasurer
6. **Committee Reports**
 - a. Finance Committee
 - Tax-Exempt Status Bob Taylor
 - Adoption of 2021 Budget Bob Taylor
7. **Operations Report**
 - a. Strategic Action Plan updates Matt Horn

- S1: Central on Main Ethan Fogg / Bob Taylor
- S2: Downtown Ground Fl. Activation Matt Horn
- S3: Market-Ready Buildings Matt Horn
- S4: Downtown Residential Dev. Matt Horn
- S5: Waterfront Active Transportation John Goodwin
- S6: Pinnacle North Matt Horn
- S7: 10 Chapin Street John Goodwin
- S8: Virtual Canandaigua Ethan Fogg/Matt Horn

8. Other Reports and Priority Business

9. Resolutions and Motions

10. Other Business

11. Privilege of the Floor

12. Adjournment

Carl Steinbrenner, President

Next Regular Meeting: October 15, 2020; 10a

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Regular Meeting

November 19, 2020; 10:00a

MEETING HELD BY ZOOM

PUBLIC DIAL-IN INFO: (929) 205-6099

MEETING ID: 933 7633 1841 / PASSWORD: 5853819250

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

AGENDA

1. **Call to Order** Carl Steinbrenner, President
2. **Roll Call** Carl Steinbrenner, President
3. **Privilege of the Floor**
 - a. Presentation on CLDC Branding Maureen Ballatori, 29 Design
 - b. Presentation on Priority Sites Michael N'dolo, MRB Group
4. **Approval of Meeting Minutes** Carl Steinbrenner, President
 - a. October 15, 2020
5. **Financial Report** Bob Taylor, Treasurer
6. **Committee Reports**
 - a. Finance Committee
 - Tax-Exempt Status Bob Taylor
7. **Operations Report**
 - a. Strategic Action Plan updates
 - S1: Central on Main Matt Horn
 - S2: Downtown Ground Fl. Activation Ethan Fogg / Bob Taylor
 - S3: Market-Ready Buildings Matt Horn

- S4: Downtown Residential Dev. Matt Horn
- S5: Waterfront Active Transportation John Goodwin
- S6: Pinnacle North Matt Horn
- S7: 10 Chapin Street John Goodwin
- S8: Virtual Canandaigua Ethan Fogg/Matt Horn

8. Other Reports and Priority Business

9. Resolutions and Motions

10. Other Business

11. Privilege of the Floor

12. Adjournment

Carl Steinbrenner, President

Next Regular Meeting: December 17, 2020; 10a

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Regular Meeting

December 17, 2020; 10:00a

MEETING HELD BY ZOOM

PUBLIC DIAL-IN INFO: (646) 876-9923

MEETING ID: 945 9969 4214/ PASSWORD: 446754

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

AGENDA

1. **Call to Order** Carl Steinbrenner, President
2. **Roll Call** Carl Steinbrenner, President
3. **Privilege of the Floor**
4. **Approval of Meeting Minutes** Carl Steinbrenner, President
 - a. November 19, 2020
5. **Financial Report** Bob Taylor, Treasurer
6. **Committee Reports**
 - a. Governance Committee
 - January Organizational Meeting Matt Horn
 - Amendments to Bylaws Matt Horn
 - b. Finance Committee
7. **Operations Report**
 - a. Strategic Action Plan updates Matt Horn
 - S1: Central on Main Ethan Fogg / Bob Taylor
 - S2: Downtown Ground Fl. Activation Matt Horn

- S3: Market-Ready Buildings Matt Horn
- S4: Downtown Residential Dev. Matt Horn
- S5: Waterfront Active Transportation John Goodwin
- S6: Pinnacle North Matt Horn
- S7: 10 Chapin Street John Goodwin
- S8: Virtual Canandaigua Ethan Fogg/Matt Horn

8. Other Reports and Priority Business

- a. Canandaigua Beverage Trail Matt Horn / Brooke Mayer
- b. New York Main Street Application Matt Horn
- c. Discussion re: Tourism Focus Matt Horn

9. Resolutions and Motions

10. Other Business

11. Privilege of the Floor

- 12. Adjournment** Carl Steinbrenner, President

Next Regular Meeting: January 21, 2020; 10a [Organizational Meeting]