

**Minutes of Village of Lancaster Community Development Corporation  
Meeting Date April 3rd, 2021**

**CDC Board:** Jim Allien, Robert Lawrence, Tom Sweeney, Deb Glowny, Joe Ligammare, Lynne Ruda

**Absent:** Michelle Czech

**Attendees:** Brittany Leighbody Joe Quinn

**Minutes**

Joe L. made a motion to approve the minutes from the March 3rd,, 2021 meeting. Seconded by Deb G. and unanimously approved.

**Treasurer's Report**

Tom S. provided the treasurer's report (PDF included). Began the month with a balance of \$40,642.90. Had 4 expenses for the period totalling \$2185 along with income during the period of \$1635.83. Balance as of 4/1/2021 was \$39,019.01. Tom S. stated that the end of our fiscal year is 5/31 and he reviewed the budget compared to actual numbers (see CDC Budget FY2020-2021 PDF). Jim Allien mentioned the next big expense will be the annual audit that will be conducted by ZLC Group at a cost of \$2,500.

Tom S. brought up the topic to replace the local version of our accounting software (Quickbooks) and replace that, along with the old laptop that it is run on with a cloud version of Quickbooks. There would be a monthly expense rather than a one-time expense. Positives and negatives were discussed.

Robert L. made a motion to make a change to our accounting software from QB Desktop to QB Online at a cost not to exceed \$20 per month with a setup fee not to exceed \$250. Seconded by Joe L. and unanimously approved.

**Annual Report**

Tom S. discussed the annual report that will be due at the end of our fiscal year for the NYS system. The annual report along with the audit will fulfill the NYS ABO requirements.

**Main Street Manager (MSM) Report**

Brittany L. provided a detailed MSM report and reviewed all of the financials along with the feedback from the business owners and participants in recent events. Brittany reviewed each business and their involvement. Brittany stated that the Lancaster Police even called to be sure that they were involved. See attached MSM reports for financial details.

Upcoming events will include Mother's Day and the Chicken BBQ. Brittany reviewed volunteer needs and financial expectations of the events. A profit of approximately \$3,000 is anticipated for the Chicken BBQ.

The Taste the Art of Music event is waiting on Village approval prior to promoting. Brittany shared details of the event along with a map of her plan. The event would be 6/5/2021 from 11am-3pm if approved.

The fourth of July was discussed in case the Village does not operate their own event on the holiday. Lynne R. stated that the Village is in the process of hiring an events director. They are assessing what other communities and events are doing. Expects a very different format. The Village is unsure of where they stand with the fourth and asked for patience until everything is in place with the Village.

Deb G. suggested that if additional volunteers are needed for events, they could come from the Lancaster and Depew Academies who are always looking for volunteer hours.

Brittany L. informed the board that she is no longer working part-time for the Village of Lancaster and is no longer the construction liaison. Jim A. asked about the street closures. Tom S. answered that the street will be closing on Monday. He asked the construction team to be sensitive to the closures as much as possible. Tom S. asked the road contract if it would be possible to do a daily closure rather than a 24 hour closure. The sidewalks will still be accessible.

## **Remarks From the Mayor**

Lynne R. discussed the relationship between the Village board and the CDC. With new Village board members, she asked about the onboarding process for a new board member. Lynne suggested putting together a presentation that defined who the board is and what roles they play. She also asked about the planning (1yr, 5yr, 10yr). Lynne did not feel she had a good answer for new Village board members with regard to what the CDC does.

Lynne R. discussed the importance of the by-laws and the amount that the board is not doing that is defined in the by-laws. Lynne R. outlined some of the items defined in the by-laws that are not being done such as specific committees and roles. Suggested that there may be changes needed to the by-laws to repurpose the board. Lynne R. suggested working on the communication with the Village board. There was a brief discussion regarding the purpose and communication with the members of the board. Joe L. discussed possible measurables/metrics.

There was a discussion regarding methods to promote the success/progress of the CDC. Tom S. reviewed the purpose of the CDC after the sale of the building. Tom S. will provide a summary from 10/28/2019.

Joe Q. suggested providing entrepreneurial support and helping to streamline processes for small business opening in Lancaster. Suggested that it could be helpful for the CDC to play an advisory role. Lynn R. suggested that it would be helpful if the Village would be able to send a new business looking for help to the CDC.

Joe L. discussed the direction the CDC was headed prior to the impact of Covid. Jim A. made the point that the CDC is independent of the Village. Brittany L. asked if there was another way to display progress between meetings. Tom S. suggested weekly updates. Brittany L. stated that she would email the board with updates. Joe L. asked about the dissemination of some information given that Brittany L. is not a direct member of the board.

Lynne R. mentioned that she would like to see a survey go out to the board to see where we are at. Jim A. mentioned that he would get a copy of the by-laws out to everybody. Lynne R. asked about the plan for the annual meeting on 5/10/2021. Lynne R. suggested that would be a good time to onboard the two new trustees.

Tom S. suggested getting a draft of our annual report to present to the membership at the annual meeting. Joe L. mentioned that we could discuss revising the by-laws at the meeting. Tom S. mentioned crafting a survey to members to review some suggested questions. Lynne R. suggested this is an opportunity to fill some of the leadership roles. Lynne R. also addressed the rule when a director misses a specific number of meetings and the board had a discussion regarding addressing adherence to the by-laws.

At 5:30 Jim A. adjourned the meeting