



**Buffalo and Erie County Regional Development Corporation  
Meeting of the Membership  
March 23, 2022 @ 12:00 p.m.**

**Via Conference Call & Livestreaming**

**1.0 Call to Order**

**2.0 Approval of Minutes**

- 2.1 Approval of the October 27, 2021 Minutes of the Meeting of the Membership (Action Item) (Pages 2-3)

**3.0 Reports / Action Items / Information Items:**

- 3.1 Financial Report (Informational) (Pages 4-7)  
3.2 Finance & Audit Committee Update (Informational) (Pages 8-9)  
a) Committee Self-Evaluation (Informational) (Pages 10-14)  
3.3 Audited Financial Statements (Action Item) (Pages 15-48)  
3.4 2021– Investment Report (Action Item) (Pages 49-51)  
3.5 Governance Committee Report (Informational) (Pages 52-53)  
a) Committee Self-Evaluation (Informational) (Pages 54-58)  
b) Board of Directors Evaluation/Survey (Informational) (Pages 59-61)  
3.6 2021-2022 Loan Status Report (Informational) (Page 62)  
3.7 Approval of Board Certification of RLF Plan CARES ACT (Pages 63-65)

**4.0 Review and Adoption of Policies, Reports and Committee Charters: (Separate Package)**

1. 2021 - Mission Statement, Performance Measures and Results (Action Item) (Pages 2-15)  
2. 2022 - Mission Statement and Performance Measures (Action Item) (Pages 16-24)  
3. 2021 - Public Authorities Report (Action Item) (Pages 25-92)  
4. Fee Structure Policy (For ECIDA & ILDC Only) (Action) (Page 93)

**Re-Adopt Policies & Charters**

5. Board Member Compensation, Reimbursement & Attendance Policy (Action Item) (Page 94).  
6. Code of Ethics & Conflict of Interest Policy (Action Item) (Pages 95-100)  
7. Corporate Credit Card Policy (Action Item) (Pages 101-103)  
8. Defense & Indemnification Policy (Action Item) (Page 104)  
9. Employee Compensation Program (Action Item) (Pages 105-106)  
10. Finance & Audit Committee Charter (Action Item) (Pages 107-111)  
11. Governance Committee Charter (Action Item) (Pages 112-114)  
12. Investment & Deposit Policy (Action Item) (Pages 115-122)  
13. Procurement Policy (Action Item) (Pages 123-127)  
14. Property Disposition Guidelines (Action Item) (Pages 128-134)  
15. Real Property Acquisition Policy (Action Item) (Pages 135-136)  
16. Sexual Harassment Policy (Action Item) (Pages 137-145)  
17. Statement of Duties & Responsibilities of the Board of Directors (Action Item) (Pages 146-148)  
18. Statement of the Competencies & Personal Attributes Required of Board Members (Action Item) (Page 149)  
19. Travel, Conferences, Meals & Entertainment Policy (Action Item) (Pages 150-155)  
20. Whistleblower Policy and Procedures (Action Item) (Pages 156-158)

**5.0 Management Team Reports:**

- 5.1 2021 Year in Review

**6.0 Adjournment- Next Meeting April 27, 2022 (Annual Meeting)**