



**Buffalo and Erie County Industrial Land Development Corporation
Meeting of the Membership
March 24, 2021 @ 1:00 p.m.**

Via Conference Call & Livestreaming

1.0 Call to Order

2.0 Approval of Minutes

- 2.1 Approval of the February 24, 2021 Minutes of the Meeting of the Membership (Action Item) (Pages 2-4)

3.0 Reports / Action Items / Information Items:

- 3.1 Financial Report (Informational) (Pages 5-8)
- 3.2 Finance & Audit Committee Update (Informational) (Pages 9-10)
 - a) Committee Self-Evaluation (Informational) (Pages 11-14)
- 3.3 Audited Financial Statements (Action Item) (Pages 15-44)
- 3.4 2020 – Investment Report (Action Item) (Pages 45-47)
- 3.5 Governance Committee Report (Informational) (Pages 48-49)
 - a) Committee Self-Evaluation (Informational) (Pages 50-54)
 - b) Board Self-Evaluation (Informational) (Page 55)

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

- 1. 2020 - Mission Statement, Performance Measures and Results (Action Item) (Pages 2-12)
- 2. 2021 - Mission Statement and Performance Measures (Action Item) (Pages 13-23)
- 3. 2020 - Public Authorities Report (Action Item) (Pages 24-84)
- 4. Procurement Policy (Action Item) (Pages 85-89)
- 5. Sexual Harassment Policy (Action Item) (Pages 90-98)
- 6. Employee Compensation Program (Action Item) (Pages 99-100)

Re-Adopt Policies & Charters

- 7. Code of Ethics & Conflict of Interest Policy (Action Item) (Pages 101-106)
- 8. Investment & Deposit Policy (Action Item) (Pages 107-114)
- 9. Whistleblower Policy and Procedures (Action Item) (Pages 115-117)
- 10. Defense & Indemnification Policy (Action Item) (Page 118)
- 11. Finance & Audit Committee Charter (Action Item) (Pages 119-123)
- 12. Governance Committee Charter (Action Item) (Pages 124-127)
- 13. Property Disposition Guidelines (Action Item) (Pages 128-134)
- 14. Real Property Acquisition Policy (Action Item) (Pages 135-136)
- 15. Board Member Compensation, Reimbursement & Attendance Policy (Action Item) (Page 137).
- 16. Travel, Conferences, Meals & Entertainment Policy (Action Item) (Pages 138-144)
- 17. Statement of Duties & Responsibilities of the Board of Directors (Action Item) (Pages 145-147)
- 18. Statement of the Competencies & Personal Attributes Required of Board Members (Action Item) (Page 148)
- 19. Corporate Credit Card Policy (Action Item) (Pages 149-151)

5.0 Management Team Reports:

- 5.1 2020 Year in Review

6.0 Adjournment- Next Meeting April 28, 2021 (Annual Meeting)