



**Buffalo and Erie County Regional Development Corporation  
Meeting of the Membership  
March 24, 2021 @ 12:00 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 2-3)

**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 10-13)
- 3.3 Audited Financial Statements (Action Item) (Pages 14-48)
- 3.4 2020– 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 Self-Evaluation (Informational) (Page 59)
- 3.6 2021 Loan Status Report (Informational) (Page 60)
- 3.7 Approval of Board Certification of RLF Plan (Pages 61-67)

**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)**