

**POTSDAM COMMUNITY DEVELOPMENT CORPORATION**  
**Meeting March 16, 2009**  
**Minutes**

**Present:**

Abby Lee, President  
Ron Tischler  
Ruth Garner  
Duane Pelkey  
Michael Weil, Secretary  
Tom Plastino  
Terry Phalon, Treasurer  
George Regan, Vice-President

**Absent:**

Tom McCarty  
Steve Yurgartis

**Staff:**

Frederick Hanss

- 1. Call to Order - Abby Lee opened the meeting at 6:30pm.**
- 2. Approval of Agenda -** No comments
- 3. Secretary's Report - Minutes:** - Moved by Ron Tischler, seconded by Terry Phalon; minutes of March 2, 2009 meeting approved unanimously.
- 4. Nominating Committee Report -**
  - a. George suggested S.V. Babu as a member to the committee. Ron and George have spoken to several other possible members. After a short discussion, the CDC membership decided that there are sufficient members presently and that more members will be requested from the Nominating Committee as the need arises.
- 5. Strategic Planning Committee -**
  - a. Fred provided and explained the spreadsheet itemizing the loan funds available which is attached to these minutes. Tom Plastino asked to have additional information included in the financial report, similar to what the NCA provides. Fred will add more information to the reports.
  - b. Fred sent a request to Attorney Silver on March 4 to review various documents for the CDC including the bylaws/incorporation papers and a proposed loan servicing agreement for the CDC/Village. Comments and changes will be forwarded to the CDC members prior to the next meeting.
- 6. Commercial Business Lending Committee -**
  - a. The Board discussed financing as part of the Strategic Planning Committee report. Included as discussion item questioned by Tom Plastino were his request to understand who files UCC documents, provisions for loan workout arrangements, and a summary of loan activity. Tom will provide draft documents to Fred for

distribution to the rest of the Board.

- b. Fred presented the 2/27/09 Aging Notes Receivable report, attached. The report shows five loans as being past due. Three of these have previously been turned over for collection action; Green House, Mom's Schoolhouse Diner, and Woodland Gardens.

**7. Finance Committee Report -**

- a. The Board discussed financing as part of the Strategic Planning Committee report. Included as discussion item questioned by Tom Plastino were his request to understand who files UCC documents, provisions for loan workout arrangements, and a summary of loan activity. Tom will provide draft documents to Fred for distribution to the rest of the Board.

**8. Building and Renovation - No Report**

**9. Old Business - None**

**10. New Business:**

- a. New Members. On a motion from George Regan, seconded by Ron Tischler, S.V. Babu was unanimously elected to the CDC Board of Directors to fill the unexpired vacancy of Jim Dalton.
- b. Board Training. To comply with mandatory training requirements for all Board Members, Fred will work to coordinate training with other agencies in St. Lawrence County and to get the training to come to the county.

**11. Next Meeting - Monday, May 4, 2009; prior to Village Board meeting - time TBA.**

**12. Adjourn - Upon motion made by George Regan and seconded by Ruth Garner, the CDC members unanimously voted to adjourn the CDC meeting at 7:25 p.m.**

Respectfully submitted,

Michael D Weil  
CDC Secretary