



**ENERGY IMPROVEMENT CORPORATION (EIC)
Local Development Corporation**

Board Meeting Minutes: May 3, 2012

A meeting of the Board of Directors of EIC was held on Thursday, May 3, 2012, at 425 Cherry Street, Bedford Hills, NY 10507.

The meeting was called to order at 6:26pm by Mr. Thielking who acted as chair of the meeting.

PRESENT:

Andrew Chintz
Mike Gordon

Lee Roberts
Mark Thielking

Leo Wiegman

Absent:

Neil Alexander
Olivia Farr

Kathryn Hoenig
Mary Beth Kass

Tom Kelly

Others Present:

Tom Bregman (Phone)
Joe DelSindaco

Jim Liao
Linda Whitehead

MINUTES:

On a motion by Leo Wiegman and seconded by Mike Gordon, it was unanimously agreed to approve the April 5, 2012, minutes amending the meeting end time to 10:26pm. All in favor, so be it

RESOLVED that amended the EIC Board of Directors meeting minutes of 4/5/12 is approved and is accepted by the Board of Directors of which a copy is attached.

TRAVEL AND OTHER EXPENSE REIMBURSEMENT POLICY

The Travel and Other Expense Reimbursement Policy was reviewed and updates made to reimbursement submittal timeframe to 20 days and Air Travel/General section. On a motion by Mike Gordon and seconded by Lee Roberts, it was unanimously agreed to approve the policy as amended. All in favor, so be it

RESOLVED that the amended Travel and Other Expense Reimbursement Policy is approved and is accepted by the Board of Directors of which a copy is attached.

HARASSMENT POLICY

Remove "Anti-Discrimination" and rename policy Harassment Policy. The Governance Committee Chair, Mike Gordon, named Linda Whitehead and Jim Staudt of McCollough, Goldberger and Staudt as the Harassment Complaint Review Officers for EIC. The Governance Committee will continue to review, assess and modify the policy and bring before the Board at the next board meeting for approval.

EXPENSE REVIEW

2010, 2011, 2012 1Q, and April 2012 expense review was presented by Jim Liao and Tom Bregman. RFP2228 was received in April, 2012, and will be added to the spreadsheet for future reporting. Joe DelSindaco suggested a history of each grant from origin date be included. Board would like to have reports such as year-to-date, year-end and monthly.

Mark Thielking, Chair, along with Tom Bregman formally acknowledge and thank Jim Liao for his dedicated work and the tremendous value brought to EIC's financial budget reporting.

BOARD PERFORMANCE EVALUATION TABULATION

Mike Gordon presented the tabulated results of the submitted performance evaluation forms. Results were discussed and areas identified that may need additional focus in the future.

PRE-APPLICATION CHECKLIST AND PROGRAM APPLICATION

Mark Thielking presented the pre-application checklist and program application. Mark has asked Board members to submit any suggestions, input or comments.

On a motion by Leo Wiegman and seconded by Mike Gordon and all in favor, there being no other business before the Board, the meeting was adjourned at 8:38pm.

The next meeting of the EIC Board of Directors will be held on June 7, 2012, at 6:15pm at the Town of Bedford's Offices at 425 Cherry Street.