

**CIVIC CENTER MONROE COUNTY
GOVERNANCE COMMITTEE MEETING MINUTES
March 21, 2013**

Time & Place: 9:30 A.M.
Watts Conference Center
Fitzhugh Street
Rochester, New York

Committee Present: Aaron Sperano, Chairman; Charles Stuart; Ray DiRaddo; Anthony Feroce;

1. CALL TO ORDER

The meeting was called to order by Chairman Aaron Sperano.

2. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Ray DiRaddo and seconded by Charles Stuart to approve the January 2013 meeting minutes. The motion passed unanimously.

3. ANNUAL DISCLOSURE STATEMENTS

Mr. Sperano reminded the Committee that annual disclosure statements from each Board Member were due on or before April 15, 2013.

4. ANNUAL REPORT

Mr. Bell provided the Committee with copies of the 2012 Annual Report and briefly summarized the report which included the following sections:

- Board Self-Evaluation
- Mission Statement
- Operations and Accomplishments
- Performance Measure Report
- Audited Financial Report
- Financial Plan (Budget)
- Procurement Report
- Effectiveness of Internal Controls

A motion was made by Ray DiRaddo and seconded by Charles Stuart to recommend approval and adoption of the Annual Report and all of its contents. The motion passed unanimously.

5. INVESTMENT REPORT

Mr. Bell presented the Committee with an Investment Report as required by law. A motion was made by Ray DiRaddo and seconded by Charles Stuart to recommend approval and adoption of the Investment Report. The motion passed unanimously.

6. PROPERTY REPORT

Mr. Bell presented the Committee with the 2012 Property Report as required by law. A motion was made by Charles Stuart and seconded by Ray DiRaddo to recommend approval and adoption of the Property Report. The motion passed unanimously.

7. RE-ADOPTION OF POLICIES AND PROCEDURES

A motion was made by Charles Stuart and seconded by Aaron Sperano to recommend re-adoption of the following policies and procedures:

- Business and Travel Expense Policy
- Credit Card Policy
- Code of Ethics
- Freedom of Information
- Internal Controls and Financial Accountability
- Investment Policy
- Non-Collusion
- Policy for Tracking Inventory and Disposal of Assets
- Public Comment Period
- Purchasing Policy
- Responsibilities of Members and Officers
- Whistleblower Policy

The motion passed unanimously.

8. RE-ADOPTION OF BY-LAWS

A motion was made by Charles Stuart and seconded by Aaron Sperano to recommend re-adoption of the corporation's By-Laws for an additional year. The motion passed unanimously.

9. OTHER BUSINESS

There was no other business before the Committee.

10. ADJOURNMENT

Motion was made by Ray DiRaddo and seconded by Charles Stuart to adjourn the Committee meeting. The motion passed unanimously.