

**Watertown Industrial Center Local Development Corporation
Governance Committee Meeting
June 18, 2021
Minutes**

The Watertown Industrial Center Local Development Corporation Governance Committee held a meeting on Friday, June 18, 2021, at 8:33 a.m. both in person and via the Zoom Online Meeting platform.

Present: Don Rutherford, Michelle Capone, Robert Cantwell III.

Excused: None

Staff: Billy Soluri

Others Present: None

- I. Call to Order:** The meeting was called to order at 8:33 AM.
- II. Meeting Minutes:**
- III. Financial Report:**
- IV. Correspondence:**
- V. Committee Reports**
- VI. Unfinished Business:**
- VII. New Business:** D. Rutherford presented the Policies and Procedures of the organization for review. B. Soluri stated that he was not aware of any new policies and or procedures the WIC would need to address. The committee discussed meeting requirements for the Audit and Governance Committee. M. Capone noted the Audit Committee should be meeting to review the Audit prior to the Audit being presented to the Board. The Committee discussed having the Audit presented by the Audit Committee but decided it would be best if the auditors presented and discussed the Audit with the Board. D. Rutherford asked if anyone had heard if Zoom Meetings would be allowed after the Governor lifts the State of Emergency Declaration. M. Capone stated that for some agencies they were no longer allowed to use Zoom type meetings and would have to meet in person. M. Capone was not sure if this was the case for LDC's. R. Cantwell suggested we look at the WIC Bylaws to see what was allowed for meeting attendance. B. Soluri noted the WIC Bylaws do allow for meeting attendance via electronic means and he would have WIC Counsel investigate rules relating to meeting attendance via Zoom.

The Committee will make their recommendation to accept the policies and procedures as presented during the next Board Meeting.

- VIII. Adjournment:** the meeting was adjourned at 9:13 AM.