

Minutes Template 2018-19

<p><b>Name of Group:</b> RCS Business Association Economic Development Advisory Committee</p>	<p><b>Members in Attendance:</b>                  Brian Bailey, RCS School District                  Linda Bruno, STARS Intergen Corp.                  George McHugh, RCS CBA Board of Directors (Chair), Business Owner                  Kathi Palmer, Business Owner                  Glenn Lasher, Retired Business Owner                  John Cashin, Code Enforcement                  Aaron Flach, RCS CBA Board of Directors (Vice Chair), Business Owner                  Linda Muller, Village Trustee                  Marlene McTigue, Albany County IDA and RCS CBA Board of Directors</p> <p>Absent:                  Rebecca Flach, RCS CBA Board of Directors &amp; Hope Full Life Center Inc.</p>
<p><b>Date/time:</b> 3-24-19, 3:30 – 5:00 pm <b>Location:</b> McHugh Law Firm, 164 Main St., Ravena, NY</p>	

**Mission:** *To provide advisement and concepts to local leaders and act as a conduit of communication among businesses, industry, and our municipalities.*

Agenda Item/ Objective	Discussion	Action Required	Person Responsible	Completion Date/Report Back Date
<b>Introductions</b>	Members introduced themselves, described their affiliation and their motivation for being involved in the committee.			
<b>Define Committee Mission</b>	To provide advisement and concepts to local leaders and act as a conduit of communication among businesses, industry, and our municipalities.  Act as a nexus among business, industry, and our municipalities (village, town, and school board).  Goals:  1. Help the village and town secure a comprehensive master plan writer (i.e. like Elizabeth Staubach).	Brian Bailey will share the school district’s five-year instructional plan. This has many elements that relate to the efforts of this committee: volunteerism, career pathways	Brian	3-27-19

	<p>2. Assist and advise the municipalities on the revision of their codes.</p> <p>3. To act as an active conduit for municipalities to communicate and collaborate with businesses.</p>			
<b>Joint Town/Village Comprehensive Plan</b>	<p>2017 = the village's comprehensive master plan</p> <p>2006 = the town's comprehensive master plan</p> <p>It is difficult to apply for any grants if master plans are not up to date.</p> <p>Companies such as Elan Planning can come in and assist with the creation of comprehensive plans; they build the cost right into grant applications</p>	<p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. The town (and perhaps the village) should consider collaborating and engage with a professional master planner and/or grant writer.</li> <li>2. It may be advantageous for both entities to re-examine their codes to ensure that they are welcoming to new businesses, new homeowners, and support successful and struggling current residents.</li> <li>3. There needs to be a formal liaison to work with the village and town to ensure positive communication and focused work on shared causes.</li> </ol>	<p>Aaron Flach will act as liaison in sharing our recommendations</p> <p>Linda will bring a copy of the village's comprehensive plan to our next meeting.</p>	<p>April, 2019</p>
<b>Transition Plan</b>	<p>Zach Collins and George will be transitioning out of RCS CBA leadership (but will remain as members).</p>			<p>June, 2019</p>
<b>Dates/Times for Future Meetings</b>	<p>We will meet every two months.</p> <p>May 20, 2019, 3:30 – 5 pm at the Village</p>			<p>May 20, 2019</p>

	Offices			

Next Meetings

May 20, 2019, 3:30 – 5 pm at the Village Offices