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**Board Meeting**

**February 18, 2021 at 10 am (Zoom)**

<https://cornell.zoom.us/j/94732877733?pwd=OUpVTkdMT0RuSFIONnpob0NCTlY4dz09>

**Agenda**

- I. Call to Order/Introductions (Chairman Michael Manikowski)
- II. Review and Approval of January Meeting Minutes (Chairman Michael Manikowski)
- III. Tech Farm II
  - a. EDA Grant Brief Update (Harry Sicherman)
  - b. Future Tenants (Catharine Young)
- IV. Strategic Plan (Bill Strassburg/Michael Nozzolio/Jan Nyrop)
- V. Operations (Sarah Meyer)
  - a. Tenant Happenings
  - b. Building Projects
- VI. Financial Report (Sarah Meyer/Brendan Tydings)
- VII. Adjourn Meeting (Chairman Michael Manikowski)

Next Board Meeting- Thursday, March 18 at 10am via Zoom

Next Special Meeting, EDA/Tech Farm II Meeting- Friday, February 19 at 10am



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**Minutes from...**  
**Tech Farm Monthly Board Meeting**  
**February 18, 2021 at 10 am via Zoom**

**Members in Attendance (alphabetical by last name):**

Sage Gerling, Michael Manikowski (Chairman), Jan Nyrop, Michael Nozzolio, William Strassburg, Brendan Tydings, Catharine Young

**Non-Members in attendance (alphabetical by last name):**

Sarah Meyer, Harry Sicherman

**I. Call to Order/Introductions (Chairman Michael Manikowski)**

The meeting is called to order at 10:03 am.

**II. Review and Approval of January Meeting Minutes (Chairman Michael Manikowski)**

Motion to approve the minutes made by Jan Nyrop; seconded by Bill Strassburg. No discussion. Passed at 10:07am.

**III. Tech Farm II**

**a. EDA Grant Brief Update (Harry Sicherman)**

Harry notifies the Board that a grant administration plan needs to be submitted within 60 days of approval. This includes selecting legal counsel and the designee for disbursement requests. Harry Sicherman intends to connect with Brendan Tydings and Sage Gerling to grasp the municipal approval process. The Board will not be permitted to use MRB as engineer with EDA funding since they participated in the preliminary report. Board can go to their two 'runner up' firms. Harry Sicherman will work to clear the procurement process with EDA to potentially go with the Board's second choice. Harry Sicherman recommends going to the bank to close the construction loan.

**b. Future Tenants (Catharine Young)**

Catharine Young and Brendan Tydings are working on securing future tenants of Tech Farm II. With a focus on the future cash flow needed, vacated space will need to be filled at Tech Farm I. Brendan specifies that utility bills are the largest drain on cash flow. Catharine Young suggested a deeper look into current rates and financial forecast.

**IV. Strategic Plan (Bill Strassburg/Michael Nozzolio/Jan Nyrop)**

Bill Strassburg suggests that the number one job to work on is a tactical economic/fiscal plan for the Tech Park and encourages Board members to help determine solvency and fiscal security. Catharine Young has asked Carrie Carmenatty (CoE staff) to assist in formulating a workplan for marketing the Tech Farm I. Bill Strassburg requests Sarah Meyer to share Tech Farm I lease schedule and occupied

spaces. Catharine Young requests a more formal process for scheduling tenants and for grant opportunities.

**V. Operations (Sarah Meyer)**

Sarah Meyer outlines the Notes since the last Board meeting.

a. Tenant Happenings

Cobblestone Coffee lease is approved for renewal.

b. Building Projects

The repairs for the freezer/cooler were discussed as the expense estimate has risen. Sub-metering and sharing expenses could be a consideration. It was suggested that Sarah Meyer pull utility bills and bring to tenants for suggestions.

**VI. Financial Report (Sarah Meyer/Brendan Tydings)**

A financial forecast developed by Sarah Meyer and Brendan Tydings details current cash flow. Previous savings is being used to afford current HVAC project. Outstanding bills total \$41K. A Balance Sheet, P&L Report, and Check Detail are provided.

**VII. Adjourn Meeting (Chairman Michael Manikowski)**

The meeting is adjourned at 12:05 pm. Motion made by Sage Gerling; seconded by Bill Strassburg. No Discussion. Passed.

Michael Manikowski cancels the Special Board meeting scheduled for 2/19.