



Executive Committee Minutes Friday, August 15, 2014 9:00 am

Members Present: Matt Horn, Mike Manikowski

Non Members Present: Marc Smith, Alexi Smith, John Johnson

Members not Attending: Tom Burr

Meeting called to order by Matt Horn at 9:00am

Approval of Minutes: Motion to approve the minutes from July 18th Executive Committee Meeting

Moved: Mike Manikowski

Seconded: Marc Smith; Approved Unanimously

Agenda

I. Call to Order/Introductions/Approval of Minutes

- a. June 20th minutes

II. Financial Report

- a. 2014 to date → everything is up to date.
 - i. Expenses are a bit higher because of end of quarter bills
 - ii. Same two tenants with significant overdue rent remain significantly behind
 - iii. QuickBooks has been giving Alexi problems, but John will be assisting her soon
 1. QuickBooks is showing false balances
 - a. The main solution for now is to keep an eye on the incorrect balance
 - i. QuickBooks reconciles correctly, but there is an incorrect balance.
 1. Community Bank is in the black

III. Old Business

- a. NYSAES CFA Grant
 - i. Received highest rating from Finger Lakes REDC for renovation for the Food Venture Center
 1. Marc says 70% of the grants were awarded to Monroe County although NYSAES did receive a small amount of money for the project from Finger Lakes REDC



2. NYSAES received \$3.4M from Senator Nozzolio and Governor Cuomo may match the money
- ii. Mike Manikowski suggested that the Tech Farm might look into applying for an EDA Grant to create a “community kitchen” space out of the existing wet lab space
 1. Refurbishing the wet lab space would highlight the Food Venture Center renovation project
 - a. Mike suggested that John should meet with David Zorn
- b. Roofing Project – Contract
 - i. Bids were submitted and read to the Tech Farm a few weeks ago.
 1. Roof Expert has offered his opinion about the low-bidder
 - a. The Tech Farm would be able to save some money based on the settlement the Tech Farm received
 - b. Matt asked whether Harris Beach had been paid regarding the roof settlement
 - i. Matt also remembers a conversation with Susan that she was going to pay them out of the roof settlement that was received and Alexi will check as to whether that was the case
 - ii. *Matt moved that John should execute the agreement to repair the roof with low-bidder*
 1. *Marc Smith seconded; Unanimously approved*
- c. Medical Marijuana
 - i. Nothing new to add about medical marijuana research company
 1. The company has not reached out to the Tech Farm since
- d. County Supervisor visit to Geneva
 - i. Alexi has attached a power point that will be presented at the meeting
 1. The PowerPoint needs to be pared down from 30 slides; the PowerPoint should be quick so as not to hinder the Board Meeting itself
 - a. The goal is to introduce Alexi and John to the County Board of Directors and to have John give them an update on what his goals are for the Tech Farm and a general update as to what is happening there.
 - b. Marc asks John and Alexi to make sure all parties at the Station and County Board are made aware of the presentation
- e. Reimbursements
 - i. John mentioned several tenants needing maintenance upkeep and the Tech Farm has typically paid for that
 1. John believes that the tenants need to contribute to their own maintenance upkeep costs rather than having the Tech Farm cover them



- f. Transition
 - i. There are no other transitions issues other than getting on top of the Tech Farm's numbers

IV. New Business

a. Potential tenants

- i. John says there are a few soft leads that have made it to his desk regarding new tenants
- ii. These leads mostly consist of already established companies that want existing manufacturing buildings to move into
- iii. One potential tenant has been put on the back burner; he had been waiting for Hotspot and Start Up NY and has since become too busy
 - 1. They wanted to lease the wet lab space
- iv. NY Small Scale Food Processors Association is the first on the 'waiting list' to get an office at the Tech Farm
 - 1. Susan gave them a verbal agreement that they will not have to pay rent here for the first year as an in-kind gesture
 - a. They may have a connection with other small businesses and entrepreneurs, so that could in-turn bring in other new paying tenants
 - i. They also have a fairly active newsletter that they send to their mailing lists that is well-received, so it would also help spread the word about the Tech Farm
- v. There was a maple water company that was looking for space, but the Tech Farm could not meet their manufacturing needs at this time
- vi. SEVCO Global might be interested in the Tech Farm, but they are looking for existing space rather than waiting for a building to be built here
 - 1. Matt suggests getting permits for a new building, etc. to make sure tenants that want new buildings don't look elsewhere; this creates a more "building-ready" strategy rather than just a "shovel ready strategy"

b. Incubator Grant Status

- i. As of yet, no one has heard anything solid about when the Tech Farm will receive the reimbursement for the grant money
 - 1. The general consensus was that the Tech Farm would get its money the same time Hotspot gets theirs

c. Open House

- i. Tenants have hinted that November would be a good time for the Tech Farm to have its Open House
 - 1. Alexi will plan the event



- ii. Because originally, the Tech Farm wanted to coordinate their Open House with the opening of the new building on the Tech Farm campus, the Tech Farm has kept pushing back the 2014 Open House, but now it is at the point where Alexi thinks the Tech Farm should just have an Open House in the fall ((November)) and then a reception for the new building when it opens next year
- d. Window Film
 - i. Approved as a reimbursable from the incubator grant
- e. Updating Trash and communications contracts
 - i. A larger reimbursement issue would be the trash
 - 1. GVRMA has their tenants cover their own trash bill
 - 2. John wants the larger tenants to cover their own trash bill as they produce a larger amount of trash
 - a. John is in negotiations with Casella for creating a new contract and comparing costs, etc.

V. Director's Report

VI. Executive Session (if needed)

Next Meeting: Board Meeting September 19, 2014 9:00am

Adjournment

Meeting adjourned at 10:15am

Respectfully submitted,

Michael Manikowski
Secretary