I. Introduction of new member

II. Approval of Minutes from December 15, 2017 board meeting.

III. Fourth Street lot – SEQRA Lead Agency Consent

IV. Overview of Organization Resources

V. 3rd Annual Small Business Summit - Event Sponsorship and Administration

VI. The Great Race - Event Sponsorship and Administration

VII. Enchanted City - Event Sponsorship

VIII. Executive Director Report

IX. Financials

X. Old Business

XI. New Business
   - Annual Disclosure and Fiduciary Forms

XII. Adjournment
Board of Director  
Meeting Minutes

December 15, 2017  
8:30 a.m.

BOARD MEMBERS PRESENT: Kevin O'Bryan, Steve Strichman, Hon. Monica Kurzejeski, Andy Ross and Hon. John Donohue

ABSENT:

ALSO IN ATTENDANCE: Justin Miller, Mary Ellen Flores, Deanna DalPos, Lucas Nathan and Denee Zeigler

Minutes

The Chairman called the meeting to order at 8:30 a.m.

I. Minutes

The board reviewed the minutes from the October 27, 2017 board meeting.

Andy Ross made a motion to approve the October 27, 2017 board meeting minutes.  
Hon. John Donohue seconded the motion, motion carried.

II. IDA and LDC fee sharing agreement

Mr. Miller spoke to the board about the fee sharing agreement between the IDA and LDC associated with projects that originate with the LDC and the IDA is brought in at some point to help facilitate the project.  He advised that after discussions between both boards, an agreement is ready to be voted on and is included in the board member packets for review.  The board had a general discussion about the agreement.

Hon. John Donohue made a motion to approve the ratification of the administrative fee policy and procedures.  
Andy Ross seconded the motion, motion carried.

III. Executive Director report -

Illium Café loan - Mr. Strichman advised that the second loan for The Illium Café for an Empanda Bar closed this past Tuesday.
Public Hearings – Mr. Strichman noted that we had two public hearings; the 4th street parking lot and 701 River Street. Mr. Ross asked about the details of the 701 River Street project. Mr. Strichman spoke about the layout of the parcels and the design proposed by the owners. He advised the boat launch will be just north of that and the bike trail will be west of the parcel. Mr. Strichman noted that they are also applying for a Restore NY grant. The board asked about how the recent changes with historic tax credits will affect the project. Mr. Miller advised they will review any changes that come up.

King Fuels site – Mr. Strichman noted an issue on the regarding the equipment that was on site and advised that they have met with National Grid regarding a short term lease on the site.

444 River Street – Mr. Ross asked about the status of the work at 444 River. Mr. Strichman advised that they are continuing to move forward with the project.

IV. Financials

Ms. Flores advised that there is $3.7 Million in assets with $441,000 in cash. She advised that the most significant change in the balance sheet this month was from the façade grants that were written off. The board asked about the total of grants that were written off. Ms. Flores advised that the amount written off were about $37,000. The board asked about the reasons the grants were going to be written off. Ms. Flores advised that there were many that were over the deadline.

Ms. Flores discussed the profit & loss sheet and advised that there is a profit of $33,000; that amount is directly related to grants being written off. Mr. Donohue asked if the façade program will ever return. The board had a general discussion about the annual debt service that is paid by the LDC and the current cash balance.

Delinquency Report - The chairman asked about the delinquent loans. Ms. Flores advised besides The Balance Loft, there are a two that are behind but not at 90 days. Mr. Strichman noted that BSM Banquets and Rare Form. Ms. Flores asked if we should change the reserve amount for bad debts. The board had a general discussion and advised that it should stay where it is because of the amount of the outstanding loans.

Hon. John Donohue made a motion to approve the financials as presented.
Hon. Monica Kurzejeski seconded the motion, motion carried.

V. Old Business – Mr. Strichman noted that we received three responses back from our RFP for an auditor. After reviewing the responses, the board decided to go with Wojeski & Co. CPAs, P.C. A meeting will be set up with them in next few weeks to start the process.

Mr. Ross asked about the status of the clean-up at the site formally used by Casale. Mr. Strichman advised that it is slowly being cleaned up, but we have not received any of the rent for being over the deadline; $3,000 a month. Ms. Kurzejeski asked if it would affect the National Grid clean-up efforts. The board advised it will be something to deal with once the clean-up starts.

VI. New Business – Mr. Strichman advised that the new calendar is included in the board member packets. He noted that the meetings will continue to be on the third Friday of each month at 8:30 a.m. The March meeting date will have to be changed to the week before; March 9th.
Mr. Donohue noted that this will be his last meeting with the Troy LDC. He wanted to let the board know that he enjoyed his time serving on this board and has learned a lot about the process that takes place on our end.

VII. Adjournment

With no additional business to discuss, the meeting was adjourned at 9:03 a.m.

Hon. John Donohue made a motion to adjourn the meeting. Hon. Monica Kurzejjeski seconded the motion, motion carried.
Dear Troy Local Development Corporation:

Thank you so much for your contributions to the Troy Small Business Summit. Your sponsorship helped to provide educational and inspirational programming to the small business community in Troy, NY.

Last year’s event included a keynote from Sinclair Schuller, CEO of Appenda, breakout sessions from regional and local experts, presentations of vast business topics like leasing contracts, funding sources, and equitable economic development, as well as an industry panel on Troy’s gaming cluster. The summit allows for the business community to come together to discuss and learn about diverse issues in small business. Many of our small business owners won’t have time or the budget necessary for continuing professional education, so a local forum is an important place for service entities and financiers to discuss the finer points of business. It is also a great opportunity to highlight the commitment that the Troy Local Development Corporation has to the business community.

Our 3rd Annual Troy Small Business Summit will be held on Thursday, October 25, 2018 and we hope to receive your continued support for this mindful, local event that supports our small business ecosystem.

Best,
Cheryl

Cheryl Kennedy
Organizer, Troy Small Business Summit
Economic Development Coordinator, City of Troy
Join us on Thursday, October 25, 2018 for a mindful event that supports the small business ecosystem in Troy, NY.

2018 Small Business Summit

After two successful annual events, our third-year event is upon us. The Annual Troy Small Business Summit supports small business in Troy with inspirational and educational content, with the ultimate goal to build support for a more healthy, cohesive, and educated business community.

For 2018, the sky is the limit! This year we are hoping to bring in another thought-provoking keynote that can speak to diverse topics in business.

We also plan to expand our educational offerings and presentations.

Keynote Speaker - 2018

Thank you, Troy Local Development Corporation, for your yearly support as a sponsor.
Event Sponsorship Commitment

Sponsor Information

Company/Organization Name: ____________________________

Street Address, City, State, Zip: ____________________________

Contact person: ____________________________

Contact phone: ____________________________

Sponsorship Level

☐ Presenting Sponsorship $10,000 includes your company presenting in partnership with the City of Troy for the 3rd Annual Small Business Summit on large banner, logo on collateral materials, social media, press events, booth and/or space opportunity, and data collection.

☐ Gold Sponsorship $2,500 includes your company logo on collateral materials, social media, press events, booth and/or space opportunity, and speaker presentation (30 minutes).

☐ Corporate Sponsorship $1,000 includes your company logo on collateral materials, social media, press events, booth and/or space opportunity.

☐ Associate Sponsorship $500 includes your company logo on collateral materials, booth and/or space opportunity.

Please make checks payable to:
Troy LDC
Memo line: Small Business Summit

Send your company logo and approved bio to:
cheryl.kennedy@troyny.gov

Mail to:
Troy Local Development Corporation
C/O City Office of Economic Development
433 River Street, Suite 5001
Troy, NY 12180

Thank you for your support!
AUTHORIZING RESOLUTION
(Troy Small Business Summit Sponsorship and Administration)

A regular meeting of the Troy Local Development Corporation was convened on January 19, 2018 at 8:30 a.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. ______________

RESOLUTION OF THE TROY LOCAL DEVELOPMENT CORPORATION
AUTHORIZING (i) THE PROVISION OF A $2,500 CONTRIBUTION TO
THE TROY SMALL BUSINESS SUMMIT (THE “EVENT”); AND (ii) THE
PROVISION OF ADMINISTRATIVE SUPPORT FOR THE EVENT.

WHEREAS, The Troy Local Development Corporation (the “Corporation”) is a duly-established, not-for-profit local development corporation of the State pursuant to Section 1411(h) of the Not-for-Profit Corporation Law (“N-PCL”) and a Certificate of Reincorporation filed on April 5, 2010 (the “Certificate”) established for the charitable and public purposes of relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, by encouraging the development of, or retention of, an industry in the community or area, and lessening the burdens of government and acting in the public interest; and

WHEREAS, the City of Troy, by and through the Office of Planning and Economic Development, will conduct its third annual Troy Small Business Summit (the “Event”) to support the small business ecosystem in Troy with inspirational and educational content, with the ultimate goal to build support for a more healthy, cohesive and educated business community; and

WHEREAS, the Event delivers a day of educational content, including a keynote presentation from a prominent regional or national speaker, several breakout sessions and workshops, group and informational presentations, and a discussion panel; and

WHEREAS, in furtherance of the Event, the City is requesting a contribution of $2,500 from the Corporation (the “Grant”), along with the provision of administrative support in the form of Event funding collection from third party donors and the disbursement of funds for Event expenses in an amount estimated not to exceed $20,000.00, inclusive of the Grant (the “Administrative Support”); and

WHEREAS, the Corporation desires to authorize the issuance of the Grant, and approve the undertaking of the Administrative Support for the Event.

NOW, THEREFORE, BE IT RESOLVED BY THE DIRECTORS OF THE TROY LOCAL DEVELOPMENT CORPORATION AS FOLLOWS:
Section 1. The Corporation hereby authorizes the provision of the Grant and Administrative Support as outlined herein. The Chairman, Vice Chairman and/or the Chief Executive Officer of the Corporation are hereby authorized, on behalf of the Corporation, to execute and deliver any agreements relating to the Administrative Support as deemed necessary to undertake the Event.

Section 2. The officers, employees and agents of the Corporation are hereby authorized and directed for and in the name and on behalf of the Corporation to do all acts and things required and to execute and deliver all such checks, certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Corporation with all of the terms, covenants and provisions of the documents executed for and on behalf of the Corporation.

Section 3. These Resolutions shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

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The Resolution was thereupon duly adopted.
STATE OF NEW YORK  )
COUNTY OF RENSSELAER    ) ss.:

I, the undersigned Secretary of the Troy Local Development Corporation, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Troy Local Development Corporation (the "Corporation"), including the resolution contained therein, held on January 19, 2018 with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation this ______ day of ______________, 2018.

________________________________________
Secretary

[SEAL]
With your help, the City of Troy will host an overnight stop of the 2018 Great Race, the world’s premiere vintage car rally, on Sunday, June 24. Hemmings Motor News’ the Great Race will bring 120 of the world’s finest antique automobiles to Troy, New York for the event, with the first car rolling down River Street in downtown Troy starting at approximately 5:00 p.m. The celebration starts at 1:00 p.m. with vendors, performers, entertainers, and a special car meet up happening in downtown Troy.

Over the decades, the Great Race has stopped in hundreds of cities big and small, from tiny Austin, NV, to New York City. This year, race competitors will travel through four states – New York, Vermont, New Hampshire and Maine – and two Canadian provinces – New Brunswick and Nova Scotia.

The Great Race, which began 35 years ago, is not a speed race, but a time/speed/distance rally. The vehicles, each with a driver and navigator, are given precise instructions each day that detail every move down to the second. They are scored at secret check points along the way and are penalized one second for each second either early or late.

For more information on The Great Race, go to www.greatrace.com.

City of Troy Great Race City Stop Sponsorship Benefits

$500 (5 available) Bootstrap City Supporter
- Social media & press mentions

$1000 (5 available) Enthusiast City Supporter
- Social media, press mentions
- 10 x 10 booth space at event
- Placement “giveaway” opportunity in race participant goody bags
  (sponsor provides promotional items or brochures for goody bags (500)
- Inclusion in April 29th event lineup press conference

$2500 (4 available) Bronze City Supporter
- Social media
- Press mentions, inclusion in April 29th event lineup press conference
- 10 x 10 booth space at event
- Placement “giveaway” opportunity in race participant goody bags
  (sponsor provides promotional items or brochures for goody bags (500)
- Inclusion in April 29th event lineup press conference
- Inclusion in City Stop advertisement page in 2018 Great Race Souvenir Program
- (1) vinyl banner (2’ x 8’) provided for entry track

$5,000 (2 available) Silver City Supporter
- Social media
- Press mentions, inclusion in April 29th event lineup press conference
- Inclusion in additional media placements
- 10 x 10 booth space at event
- Placement “giveaway” opportunity in race participant goody bags
  (sponsor provides promotional items or brochures for goody bags (500)
- Inclusion in April 29th event lineup press conference
- Inclusion in City Stop advertisement page in 2018 Great Race Souvenir Program
- (2) vinyl banners (2’ x 8’) provided for entry track

$7500 (1 available) Gold City Stop Presenter
- Social media
- Press mentions, inclusion in April 29th event lineup press conference
- Inclusion in additional media placements
- 20’ x 10’ booth space at event
- Placement “giveaway” opportunity in race participant goody bags
  (sponsor provides promotional items or brochures for goody bags (500)
- Inclusion in April 29th event lineup press conference
- Inclusion in 2018 Great Race Souvenir Program
- (4) Vinyl banners (2’ x 8’) provided for entry track
- VIP presenting city stop recognition and photo/speaking opportunities
during ceremonial medallion presentation in choreographed arrival gate show
AUTHORIZING RESOLUTION  
(The Great Race Sponsorship and Administration)

A regular meeting of the Troy Local Development Corporation was convened on January 19, 2018 at 8:30 a.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. __________

RESOLUTION OF THE TROY LOCAL DEVELOPMENT CORPORATION
AUTHORIZING (i) THE PROVISION OF A $2,500 CONTRIBUTION TO
THE GREAT RACE (THE “EVENT”); AND (ii) THE PROVISION OF
ADMINISTRATIVE SUPPORT FOR THE EVENT.

WHEREAS, The Troy Local Development Corporation (the “Corporation”) is a duly-established, not-for-profit local development corporation of the State pursuant to Section 1411(h) of the Not-for-Profit Corporation Law (“N-PCL”) and a Certificate of Reincorporation filed on April 5, 2010 (the “Certificate”) established for the charitable and public purposes of relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, by encouraging the development of, or retention of, an industry in the community or area, and lessening the burdens of government and acting in the public interest; and

WHEREAS, the City of Troy, by and through the Office of Planning and Economic Development, desires to support the Great Race (the “Event”) which will be held in Troy on June 24th, 2018 by Hemmings Motor News and will bring 120 of the world’s finest antique automobiles to the City with over 5,000 guests from across the Northeast for this unique road race; and

WHEREAS, in furtherance of the Event, the City is requesting a contribution of $2,500 from the Corporation (the “Grant”), along with the provision of administrative support in the form of Event funding collection from third party donors and the disbursement of funds for Event expenses in an amount estimated not to exceed $20,000.00, inclusive of the Grant (the “Administrative Support”); and

WHEREAS, the Corporation desires to authorize the issuance of the Grant and to approve the undertaking of the Administrative Support for the Event.

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I FURTHER CERTIFY, that all members of said Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation this ______ day of ______________, 2018.

____________________________________
Secretary

[SEAL]
SPONSORSHIP OPPORTUNITIES

Saturday Sept. 15th 2018, 11AM to 6PM

Downtown Troy's Historic District

About THE ENCHANTED CITY

The Enchanted City is the Steampunk Tale of Troy NY. The fairytale of our future and past revealed for a day in our historic streets. It is an urban spectacle of invention, theater and magic dressed in Cogs and Corsets; Victorian faire with Maker Flair. The Enchanted City is a family friendly free event, and open to the public. Our event draws upon the unique aspects of Troy which honors our Victorian/Industrial heritage, while highlighting our emerging creative economy and technology sector. It has a rich history with a walkable historic district. We are on the cutting edge of the tech sector, and are creative and visual. The Enchanted City’s inaugural event in 2014 brought 1,000 visitors. Year two was held on October 3rd of 2015 with 4,000 visitors, on August 27th, 2016 we brought 8,000 people, and in 2017 12,000 people. We are expecting 16,000 on Saturday September 16th 2018.

We are proud to be one of over 150 community-driven Maker Faires around the world. Come see STEAM in action as Maker Faire participants include anyone who embraces the DIY or do-it-together spirit. Individuals, hobby clubs, school groups, nonprofits and entrepreneurs will be represented. The Faire will include woodworkers, robot builders, sculptors, textile craftspeople, machinists, inventors, engineers, performers, and gluegunners of all ages!

Sponsoring Troy Faire is a unique opportunity to support our creative community. As a sponsor, you will reach thousands of people in your target market with your message. Thank you for your consideration of the following proposal.
Yes, I am interested in sponsoring THE ENCHANTED CITY

Name: ______________________________________________________________________

Company Name: ______________________________________________________________________

Address: ______________________________________________________________________

City: __________________________ State: ______________ Zip: ___________

Day Time Phone: ______________________  Cell Phone or Evening Phone: _____________

Email: ______________________________________________________________________

Sponsorship Level

I’d like to support as follows:

Level: __________________________ Dollar Amount: __________________________

Enclosed is my check

___ Please invoice my company using P.O. # ________________________

___ Charge my credit card: ___ Visa ___ Master Card ___ AMEX Card #

___________________________________________
Expiration Date: ______________/_____________________

Name on Card: __________________________________

Contact Susan Dunckel for more information about setup, guidelines and volunteer opportunities.

Susan Dunckel
The Enchanted City Producer
518-892-2933
suedunckel@gmail.com

Please mail your completed form to:

The Enchanted City
42 Marvin Ave, Troy NY 12180

Or email your form to suedunckel@gmail.com.

For office use only:

Recd on: ___________________________ Recd by: ___________________________
1. **REAL ESTATE OWNERSHIP**

List the address of each piece of property that you, your spouse, or other member of your immediate family or household own or have a financial interest in. List only real estate that is in the City of Troy or within one (1) mile of the boundary of the City of Troy.

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<th>Name of Family Member</th>
<th>Relationship to You</th>
<th>Address of Real Property</th>
<th>Type of Investment</th>
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2. **CITY EMPLOYEE’S OUTSIDE EMPLOYER(S) OR BUSINESS(ES)**

List the name of any outside employer or business from which you receive compensation for services rendered or goods sold or produced or of which you are a member, office or employee. Also include any entity in which you have an ownership interest, except a corporation of which you own less than five percent (5%) of the outstanding stock. Identify the type of business (i.e., partnership, corporation, self-employment, or sole proprietorship) and your relationship to the employer or business (i.e., owner, partner, director, member, employee or shareholder).

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<th>Name of Employer or Business</th>
<th>Nature of Business</th>
<th>Identify Whether Self Employed, Sole Proprietorship or Entity Type</th>
<th>Relationship to Business</th>
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3. **SPOUSE’S EMPLOYER OF BUSINESS**

List the name of any outside employer or business from which your spouse receives compensation for services rendered or goods sold or produced or of which your spouse is a member, officer or employee. Identify the nature of the business. Identify the type of business (i.e., partnership, corporation, self-employment, or sole proprietorship) and your spouse’s relationship to the employer or business (i.e., owner, partner, director, member, employee or shareholder). IF your spouse’s ownership exceeds 5% set forth your spouse’s percentage of ownership.

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Your Signature: ________________________________  Date: _________________________
Acknowledgement of Fiduciary Duties and Responsibilities

As a member of the Authority's board of directors, I understand that I have a fiduciary obligation to perform my duties and responsibilities to the best of my abilities, in good faith and with proper diligence and care, consistent with the enabling statute, mission, and by-laws of the Authority and the laws of New York State. The requirements set forth in this acknowledgement are based on the provisions of New York State law, including but not limited to the Public Authorities Reform Act of 2009, Public Officers Law, and General Municipal Law. As a member of the board of directors:

I. Mission Statement

   I have read and understand the mission of the Authority; and the mission is designed to achieve a public purpose on behalf of the State of New York. I further understand that my fiduciary duty to this Authority is derived from and governed by its mission.

   I agree that I have an obligation to become knowledgeable about the mission, purpose, functions, responsibilities, and statutory duties of the Authority and, when I believe it necessary, to make reasonable inquiry of management and others with knowledge and expertise so as to inform my decisions.

II. Deliberation

   I understand that my obligation is to act in the best interests of the Authority and the People of the State of New York whom the Authority serves.

   I agree that I will exercise independent judgment on all matters before the board.

   I understand that any interested party may comment on any matter or proposed resolution that comes before the board of directors consistent with the laws governing procurement policy and practice, be it the general public, an affected party, a party potentially impacted by such matter or an elected or appointed public official. However, I understand that the ultimate decision is mine and will be consistent with the mission of the Authority and my fiduciary duties as a member of the Authority’s board of directors.

   I will participate in training sessions, attend board and committee meetings, and engage fully in the board’s and committee’s decision-making process.

III. Confidentiality

   I agree that I will not divulge confidential discussions and confidential matters that come before the board for consideration or action.

IV. Conflict of Interest

   I agree to disclose to the board any conflicts, or the appearance of a conflict, of a personal, financial, ethical, or professional nature that could inhibit me from performing my duties in good faith and with due diligence and care.

   I do not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of my duties in the public interest.

Signature:  __________________________________________
Print Name:  __________________________________________
Authority Name:  __________________________________________
Date:  __________________________________________