

**GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY &  
LOCAL ECONOMIC ASSISTANCE CORP.  
ANNUAL ORGANIZATIONAL MEETING  
TUESDAY, JANUARY 12, 2021 – 6:30P.M.**

[Microsoft Teams](#)

**Conference Call: +19292295717 Phone Conference ID: 476929714#**

**\*REVISED AGENDA**

1. Meeting is called to order/Roll call
2. Secretary Report regarding notice of annual meeting
3. Submission of Minutes of December 22, 2020 meeting for adoption
4. Executive Director's Report/Financial Report
5. Unfinished Business:
  - Agency members sign oath of office card and Fiduciary Duty Acknowledgement forms for 2021 and return to City Hall when signing Oath of Office book with City Clerk.
  - Agency members complete and return statement of financial disclosure for 2020 activity and board evaluation questionnaire.
6. New Business:
  - Appointment of Officers/Committees
  - Adopt 2021 Board Meeting Schedule
  - \*Adoption of NYS Local Government Records Retention/Disposition Schedule (LGS-1) for management of the Agency's records.
7. Resolutions
  - a) Resolution of the Glen Cove Industrial Development Agency (GC-IDA) for Annual Appointment of Officers: Vice Chairman/Treasurer/Ethics Officer, Secretary, Assistant Secretary, Executive Director, Contracting Officer, Chief Financial Officer, Records Management Officer.
  - b) Resolution of the GC-IDA appointing members of the Audit/Finance Committee.
  - c) Resolution of the GC-IDA appointing members of the Governance Committee.
  - d) Resolution of the GC-IDA approving the 2021 IDA meeting schedule.

- e) \*Resolution of the GC-IDA authorizing the adoption of New York State Archives Retention and Disposition schedule LGS-1 for management of the agency's records.
- f) Resolution of the GC-IDA appointing members of the Transaction Committee.
- g) Resolution of the Glen Cove Local Economic Assistance Corp. (GC-LEAC) for Annual Appointment of Officers: Vice Chairman/Treasurer/Ethics Officer, Secretary, Assistant Secretary, Chief Executive Officer, Contracting Officer, Chief Financial Officer, Records Management Officer.
- h) Resolution of the GC-LEAC appointing members of the Audit/Finance Committee.
- i) Resolution of the GC-LEAC appointing members of the Governance Committee.
- j) Resolution of the GC-LEAC approving the 2021 GC-LEAC meeting schedule.
- k) \*Resolution of the GC-LEAC authorizing the adoption of New York State Archives Retention and Disposition schedule LGS-1 for management of the agency's records.
- l) Resolution of the GC-LEAC appointing members of the Transaction Committee.
- m) \*Resolution of the GC-IDA authorizing the Chairman and/or Executive Director to enter into annual contracts for professional services.

8. Executive Session

9. Adjournment

1/6/21