



**Wyoming County Business Center, Inc.  
Board of Directors Meeting, Friday, February 14, 2020, 2:30 p.m.  
Wyoming County Agriculture and Business Center  
Second Floor Conference Room  
36 Center Street, Warsaw, New York  
(Please call 786-3674, if you cannot attend, thank you)**

**AGENDA**

1. **Call the meeting to order.**
2. **Administrative**
  - A. Review and approval of the minutes of September 30, 2019
  - B. Review and approval of the financial report ending December 31, 2019 and January 2020
  - C. Authorization for executing letter of engagement with Freed Maxick for annual audit
  - D. Authorization to execute a Memorandum of Understanding with the IDA for Admin Services
3. **Action Items**
  - A. A loan request from Max's Bakery for a retail bakery in Perry
  - B. Subordination request from West's Bookkeeping and the Bank of Castile
  - C. Authorization request for \$5,000 annual investment with Invest Buffalo Niagara
  - D. Authorization request for \$1,000 sponsorship of 2020 GLOW With Your Hands
  - E. Authorization to support a Growth Venture Program (technical assistance) for newly established businesses
4. **Updates**
  - A. Micro Loan Portfolio
    1. Sands Restaurant loan closing still pending
    2. Relax Spa and Salon loan closed on October 8, 2019
  - B. FastTrac
  - C. GLOW with their Hands event, September 29<sup>th</sup>.
5. **Discussion Item**
  - A. Environmental Assessment Study on former Emkay property in Arcade
6. **Other Business**
7. **Adjournment-Next Meeting-TBD**