

**Tioga County Local Development Corporation  
Board of Directors' Agenda  
Annual Meeting  
January 8, 2026, 8:45 am  
Economic Development and Planning Conference Room,  
56 Main Street, Owego NY**

**A) Call to Order and Introductions**

- Brittany Woodburn, President

**B) Attendance**

- LDC Board Members
- Ex Officio Board Member
- Guests
- Excused

**C) Consent Agenda**

**I) Monthly Meeting Designation**

- County Office Building, 56 Main Street, Owego, Economic Development and Planning Conference Room at 8:45 am the first Thursday of each month

**II) Media Designation**

- The Press & Sun Bulletin as the media designation

**III) Slate of Officers**

**Proposed**

- President – B. Woodburn
- Vice President – J. Harris
- Secretary – B. Woods
- Treasurer – J. Ward

**IV) Committee Appointments:**

**Proposed**

Governance Committee – B. Woodburn, B. Johnson, B. Woods

Audit Committee – J. Ward, B. Woodburn, J. Harris

Finance Committee – J. Harris, B. Woodburn, J. Ward

Marketing Committee – B. Woods, J. Harris, B. Maffei

**V) Other Appointments**

Compliance Officer

- Contracting Officer – R. Maffei
- Compliance Officer – R. Maffei
- Freedom of Information Officer – R. Maffei
- Code of Ethics Officer – J. Meagher

**VI) Annual Policy Review**

- Governance Committee review of by-laws and policies
- Governance Committee review of employee handbook

**VII) Other Annual Review**

- Report on Conflict-of-Interest Incidents – No COI reported

**VIII) Audit Committee:**

- 1) Appointments
  - Audit Firm: The Bonadio Group
  - Financial Expert: Bowers Advisors LLC
- 2) Annual Policy Review
  - Audit Committee review of Audit Charter and Policies

**VIII) Finance Committee:**

- 1) Review of Corporate Investments
  - There are currently no Corporate Investments
- 2) Review of Capital Investments and Capital Plan
  - There is no significant change to the Capital Plan and no Capital Investments
- 3) Annual Policy Review
  - Review of Finance Committee Charter and Policies

**D) Official Depository: Tioga State Bank**

**H) Annual Disclosure Documents and Board Forms**

**L) Adjournment**