

3 Neptune Road, Suite A21, Poughkeepsie, NY 12601
Tel. # - (845) 463-5400 / Fax # - (845) 463-0100

NOTICE AND CONFIRMATION
BOARD OF DIRECTORS REGULAR MEETING

Wednesday, February 12, 2025
8:10 AM

DATE: February 7, 2025

TO: Mark Doyle, Vice Chair
Kathleen Bauer, Secretary/Treasurer
Amy Bombardieri
Jamie Piccone II
Deirdre Houston

FROM: Tim Dean, Chairman

A regular meeting of the Dutchess County Local Development Corporation [DCLDC] has been scheduled for **Wednesday, February 12, 2025 at 8:10 AM** at 3 Neptune Road, Suite A21, Poughkeepsie, NY 12601.

In compliance with NYS Senate Bill S88, signed into law on August 27, 2019 and effective as of January 2020, this meeting will be recorded.

PLEASE TAKE NOTICE that the Dutchess County Local Development Corporation (the "Corporation") Board Meeting scheduled for February 12, 2025 can also be viewed electronically via conference for the public. Members of the public may listen to the Board meeting by logging into the Zoom Platform at <https://us06web.zoom.us/j/81895043971> or calling 1-929-436-2866 Meeting ID: 818 9504 3971. The meeting will be recorded and will be posted on the Corporation's website.

The purpose of the meeting is to consider the following:

1. Conflict of Interest Disclosures
2. Proof of Meeting Notice
3. Bills and Communications
4. Approval of Minutes
January 8, 2025
5. Report of the Treasurer
 - A. Financial Report
6. Reports of Committees
7. Unfinished Business
8. New Business
 - A. Consideration and Approval of a Resolution Authorizing the CEO of the LDC to enter into an Agreement with the Women's Enterprise Development Center for Professional Services
 - B. Approval to submit 4th quarter Dutchess County reimbursement request
 - C. Approval of CFO Salary

Information Copy		
Sue Serino, DC Executive Will Truitt, Chairman, DC Legislature Ronald Hicks, Dutchess County	Sarah Lee, CEO Jane Denbaum, CFO Donald Cappillino, Counsel Elizabeth Cappillino, Counsel	H. Gross, Mid-Hudson News



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Tel. # - (845) 463-5400 / Fax # - (845) 463-0100

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, February 12, 2025
8:10 AM

AGENDA

1. Roll Call
2. Conflict of Interest Disclosures
3. Proof of Meeting Notice
4. Bills and Communications
5. Approval of Minutes
January 8, 2025
6. Report of the Treasurer
 - A. Financial Report
7. Reports of Committees
8. Unfinished Business
9. New Business
 - A. Consideration and Approval of a Resolution Authorizing the CEO of the LDC to enter into an Agreement with the Women's Enterprise Development Center for Professional Services
 - B. Approval to submit 4th quarter Dutchess County reimbursement request
 - C. Approval of CFO Salary
10. Adjournment

In compliance with NYS Senate Bill S88, signed into law on August 27, 2019 and effective as of January 2020, this meeting will be recorded.

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MINUTES



3 Neptune Road, Poughkeepsie, NY 12601
Tel. # - (845) 463-5400 / Fax # - (845) 463-0100

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, January 8, 2025

Present: Tim Dean, Chairman
Mark Doyle, Vice Chairman
Kathleen Bauer, Secretary/Treasurer
Amy Bombardieri
Deirdre Houston
Jamie Piccone II

Unable to Attend: Alfred Torreggiani

Also Present: Sarah Lee, CEO
Jane Denbaum, CFO
Jasmin Haylett, Office Administrator
Peter Kollmar, Compliance Associate
Don Cappillino (Counsel)
Ron Hicks, DC Government
Jim Beretta and Doreen Tignanelli (Public)

On Wednesday, January 8, 2025, the Dutchess County Local Development Corporation [DCLDC] Board of Directors regular meeting was called to order by Chairman Dean at 9:31 AM. Quorum was established with the following members: Tim Dean, Mark Doyle, Kathleen Bauer, Amy Bombardieri, Jamie Piccone II and Dierdre Houston. Unable to attend was Al Torreggiani.

CONFLICT OF INTEREST DISCLOSURES

Chairman Dean asked board members if they had any potential conflicts with any items on the agenda. No potential conflict was noted.

PROOF OF MEETING NOTICE

The meeting notice was published on January 2, 2025.

BILLS AND COMMUNICATIONS

None

APPROVAL OF MINUTES

Chairman Dean asked for a motion to approve the December 11, 2024 meeting minutes of the Dutchess County Local Development Corporation.

A motion was made by Mr. Doyle, duly seconded by Ms. Houston to approve the DCLDC Board of Directors meeting minutes for December 11, 2024. Roll call vote was taken, all voted in favor and the motion was passed.

REPORT OF THE TREASURER

None

REPORTS OF COMMITTEES

None

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Authorization for approval for check signing as of January 8, 2025 are Tim Dean, Chairman; Mark Doyle, Vice Chair; Kathleen Bauer, Secretary & Treasurer; Sarah Lee, CEO; and Jane Denbaum, CFO.

Chairman Dean asked for a motion to approve and authorize himself; Mark Doyle, Vice Chair; Kathleen Bauer, Secretary & Treasurer; Sarah Lee, CEO; and Jane Denbaum, CFO to sign checks as of January 8, 2025.

A motion was made by Mr. Piccone, duly seconded by Ms. Bombardieri to approve and authorize, as of January 8, 2025, the following individuals to sign checks: Tim Dean, Chairman; Mark Doyle, Vice Chair; Kathleen Bauer, Secretary & Treasurer; Sarah Lee, CEO; and Jane Denbaum, CFO. Roll call vote was taken, all voted in favor and the motion was passed.

ADJOURNMENT

There being no further business on the agenda to discuss, the meeting was adjourned by Chairman Dean at 9:42 AM.

Respectfully submitted,

Kathleen M. Bauer, Secretary/Treasurer

Date

Meeting 01/08/2025

Approved _____

Certified _____

Dutchess County Local Development Corporation
Balance Sheet
 As of January 31, 2025

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	
1100 · Checking -- TD Bank	449,572.91
1101 · Petty Cash	300.00
1182 · CD2 - NBT (Salisbury)	2,242,449.38
Total 1010 · Cash	2,692,322.29
Total Checking/Savings	2,692,322.29
Accounts Receivable	
11000 · Accounts Receivable	18,100.00
Total Accounts Receivable	18,100.00
Total Current Assets	2,710,422.29
Fixed Assets	
1390 · Furniture & Equipment	
1680 · Furniture & Equipment	127,128.18
1710 · Accumulated Depreciation	-110,502.24
Total 1390 · Furniture & Equipment	16,625.94
1600 · ROU Lease Asset	
1690 · ROU Lease	803,315.00
1790 · Accumulated Lease Amortization	-310,960.28
Total 1600 · ROU Lease Asset	492,354.72
Total Fixed Assets	508,980.66
Other Assets	
1175 · Other Assets	
1200 · Receivables	121,049.23
1320 · Payroll Deposit	15,011.00
1325 · Security Deposit	560.00
Total 1175 · Other Assets	136,620.23
Total Other Assets	136,620.23
TOTAL ASSETS	3,356,023.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	38,500.29
Total Accounts Payable	38,500.29
Other Current Liabilities	
1990 · Liabilities	
2100 · Accounts Payable	12,900.00
2290 · Lease Liability - Current	72,075.54
Total 1990 · Liabilities	84,975.54
Total Other Current Liabilities	84,975.54
Total Current Liabilities	123,475.83

10:08 AM

02/07/25

Accrual Basis

Dutchess County Local Development Corporation

Balance Sheet

As of January 31, 2025

	<u>Jan 31, 25</u>
Long Term Liabilities	
2300 · Long Term Liabilities	
2390 · Lease Liability - Long Term	<u>498,216.09</u>
Total 2300 · Long Term Liabilities	<u>498,216.09</u>
Total Long Term Liabilities	<u>498,216.09</u>
Total Liabilities	<u>621,691.92</u>
Equity	
30000 · Opening Balance Equity	1,093,744.17
32000 · Unrestricted Net Assets	1,764,136.87
Net Income	<u>-123,549.78</u>
Total Equity	<u>2,734,331.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,356,023.18</u></u>

Dutchess County Local Development Corporation
Profit & Loss Budget vs. Actual
January 2025

	Jan 25	Budget	\$ Over Budget	% of Budget
Income				
4000 · Cash Revenues				
4020 · Administration Fees	0.00	125,000.00	-125,000.00	0.0%
4030 · Application Fees	0.00	1,000.00	-1,000.00	0.0%
4035 · Compliance Fees	2,500.00	3,500.00	-1,000.00	71.4%
4040 · Dutchess County	0.00	450,000.00	-450,000.00	0.0%
4050 · DCIDA	0.00	200,000.00	-200,000.00	0.0%
4060 · Private Sector	0.00	70,000.00	-70,000.00	0.0%
4080 · DCWIB	2,244.67	27,340.00	-25,095.33	8.2%
4910 · Interest	9,435.02	60,000.00	-50,564.98	15.7%
4940 · Other Income	0.00	18,900.00	-18,900.00	0.0%
Total 4000 · Cash Revenues	14,179.69	955,740.00	-941,560.31	1.5%
Total Income	14,179.69	955,740.00	-941,560.31	1.5%
Expense				
6000 · Expenditures				
6240 · Audit	0.00	13,900.00	-13,900.00	0.0%
6245 · Board & Committee	0.00	1,000.00	-1,000.00	0.0%
6270 · Computer Consulting	1,480.76	15,000.00	-13,519.24	9.9%
6273 · Dues, Subs, & Pubs	12,101.19	50,000.00	-37,898.81	24.2%
6274 · Education/Training	0.00	4,000.00	-4,000.00	0.0%
6275 · Equipment	0.00	2,500.00	-2,500.00	0.0%
6310 · Insurance	2,224.74	4,500.00	-2,275.26	49.4%
6390 · Marketing	20,811.95	50,000.00	-29,188.05	41.6%
6395 · Office Supplies	2.00	5,000.00	-4,998.00	0.0%
6400 · Other Expenditure	0.00	2,000.00	-2,000.00	0.0%
6410 · Payroll	47,610.64	572,615.00	-525,004.36	8.3%
6415 · Payroll Tax	6,240.84	51,347.00	-45,106.16	12.2%
6420 · Payroll Fringe	13,993.79	168,000.00	-154,006.21	8.3%
6450 · Professional Fees	685.58	30,747.00	-30,061.42	2.2%
6500 · Professional Service Contracts	17,725.00	215,000.00	-197,275.00	8.2%
6505 · Phone	573.02	7,000.00	-6,426.98	8.2%
6510 · Postage	0.00	500.00	-500.00	0.0%
6520 · Printing	0.00	500.00	-500.00	0.0%
6540 · Rent	8,480.96	99,805.00	-91,324.04	8.5%
6548 · Trade Show	3,750.00	10,000.00	-6,250.00	37.5%
6550 · Travel & Meetings	2,049.00	25,000.00	-22,951.00	8.2%
6553 · Event Expense	0.00	65,000.00	-65,000.00	0.0%
Total 6000 · Expenditures	137,729.47	1,393,414.00	-1,255,684.53	9.9%
Total Expense	137,729.47	1,393,414.00	-1,255,684.53	9.9%
Net Income	-123,549.78	-437,674.00	314,124.22	28.2%

AGREEMENT

**Dutchess County Local Development Corporation/
Women’s Enterprise Development Center Inc.**

THIS AGREEMENT, made as of the 1st day of January, 2025 by and between **DUTCHESS COUNTY LOCAL DEVELOPMENT CORPORATION**, a New York not-for-profit corporation with offices at Three Neptune Road, Poughkeepsie, New York 12601 (hereinafter “DCLDC”) and the **WOMEN’S ENTERPRISE DEVELOPMENT CENTER INC.**, a New York not-for-profit corporation, with offices at 901 North Broadway, Suite 23, White Plains, NY 10603 and Three Neptune Road, Poughkeepsie, New York 12601 (hereinafter “WEDC”).

WHEREAS, DCLDC is a New York State not-for-profit corporation whose purposes include the furthering of economic development in Dutchess County, New York; and

WHEREAS, WEDC is a New York State not-for-profit corporation whose mission is to empower entrepreneurs to build successful businesses by providing high quality training programs, advisory services, and access to capital to generate economic growth in the Hudson Valley.

WHEREAS, DCLDC is a tenant of certain premises known as Three Neptune Road, Poughkeepsie, New York 12601; and

WHEREAS, the WEDC maintains its offices within the DCLDC leasehold premises and has the benefit of use and occupancy of the DCLDC leased premises; and

WHEREAS, DCLDC will provide services and administrative support to the WEDC and the WEDC will provide services to the DCLDC.

NOW, THEREFORE, the WEDC and DCLDC agree to continue use by the WEDC of the DCLDC premises and its equipment, and in consideration of the foregoing and the covenants contained herein, agree as follows:

1. Services. The DCLDC hereby agrees to reimburse WEDC for services to be provided as more fully set forth on Schedule A attached, the sum of Fifteen Thousand and 00/100 Dollars (\$15,000.00) to be paid on or before December 1, 2025.

2. In addition to the payment above, in exchange for the services of WEDC, DCLDC will provide to WEDC in-kind services, including the use of its premises and other services as more fully set forth on Schedule A attached, totaling an annual value of Twenty-two Thousand Four Hundred Six and 08/100 Dollars (\$22,406.08) for the year 2025 commencing January 1 through December 31, 2025.

3. Independent Contractor. All work performed by WEDC on behalf of the DCLDC under this Agreement shall be that of an independent contractor. The WEDC and DCLDC each agree that each party does not have the authority to enter into contracts or enter into agreements on behalf of the other party. This Agreement does not constitute a joint venture or partnership between the DCLDC and the WEDC.

4. Additional Responsibilities. All office furniture, utilities and similar services shall be supplied by the DCLDC to the WEDC and the WEDC shall not be responsible for the payment of any cost or expenses for the maintenance or cost of the same.

5. Insurance. WEDC shall maintain comprehensive general liability insurance in the amount typically maintained by businesses of the same type but in the minimum amount of One Million and 00/100 Dollars (\$1,000,000.00) and shall name the DCLDC as an additional insured.

6. Term. This Agreement shall begin as of January 1, 2025 and shall remain in full force and effect until December 31, 2025, except that this contract may be terminated by DCLDC upon ninety (90) days' written notice to WEDC

7. Cost Allocation. Each party to this Agreement acknowledges that the costs on the attached Schedule A is a fair and accurate representation of the services and administrative support incurred by the DCLDC to provide the services, use of its premises, equipment, supplies and administrative staff to the WEDC.

8. Procurement of Services. The services and support to be provided to the DCLDC by WEDC are unique because of the similar corporate purposes and the special qualifications of the WEDC to support the DCLDC.

9. Qualification of WEDC. The WEDC specifically represents that it and its members, officers, employees, agents, servants, consultants and subcontractors have the experience, knowledge and character necessary to perform their particular duties under this Agreement.

10. Declaration by WEDC. The WEDC declares that it has complied with all federal, state and local laws regarding business permits, certificates and licenses that may be required to carry out the work to be performed under this Agreement.

11. Non-Discrimination. No services to be rendered pursuant to, or in connection with, this Agreement may be refused to any person because of age, race, color, creed, sex, national origin, disability or marital status.

The WEDC shall take all affirmative steps necessary to ensure equal employment opportunities without discrimination because of age, race, creed, color, sex, national origin,

disability or marital status and to comply with all federal, state and local civil rights laws including, but not limited to, the Americans with Disabilities Act.

12. Retention of Records. The WEDC agrees to maintain and have available for audit such records as may be required by the County of Dutchess, New York State or United States governmental agencies. These records shall be available for inspection by properly identified personnel of the above governmental agencies upon reasonable notice, and shall be maintained for a period of six (6) years after termination of this Agreement, or such longer period as may be required by law.

13. Non-Assignment. (a) This Agreement may not be assigned by the WEDC nor its right, title or interest therein assigned, transferred, conveyed, sublet or disposed of without the previous written consent of the DCLDC.

(b) Any assignment of this Agreement shall not relieve the WEDC of its obligations hereunder. In the event of assignment, all the provisions hereof shall be binding upon and inure to the benefit of the respective successors and assignees to the same extent as if each successor or assignee were named as a party to the Agreement.

14. Notices. All notices, certificates, or other communications hereunder shall be sufficient if sent: (i) by registered or certified United States mail, postage prepaid, (ii) by a nationally recognized overnight delivery service, charges prepaid, or (iii) by hand delivery, addressed as follows or such other addresses as either party may specify in writing to the other:

To DCLDC: Dutchess County Local Development Corporation
Three Neptune Road
Poughkeepsie, New York 12601
Attention: Chief Executive Officer
Telephone: (845) 463-5400
Facsimile: (845) 463-0100

To WEDC: Women's Enterprise Development Center Inc.
901 North Broadway, Suite 23
White Plains, NY 10603
Attention: Chief Executive Officer
Telephone: (914) 948-6098
Facsimile: (914) 470-2972

Any notice, certificate or other communication hereunder shall, except as may expressly be provided herein, be deemed to have been delivered or given: (i) three (3) business day following posting if transmitted by mail, (ii) one (1) business day following sending if transmitted by a nationally recognized overnight delivery service, or (iii) upon delivery if given by hand delivery.

15. Complete Understanding. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof.

16. Governing Law. This Agreement shall be subject to and governed by the laws of the State of New York. It is further agreed that the WEDC shall comply with all applicable laws, rules and regulations on the use of the monies and, pursuant to § 862(3) of the New York General Municipal Law, none of these funds shall be used for the purpose of preventing the establishment of an industrial and manufacturing plant; that the undersigned is not attempting to prevent the establishment of an industrial and manufacturing plant within the State of New York and that none of the funds shall be used for advertising or promotional materials which depicts elected or appointed government officials in either print or electronic media.

17. Headings. Headings are inserted in this Agreement for convenience only and not to be considered in interpreting the provisions thereof.

18. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Dated as of: January 1, 2025
Poughkeepsie, New York

WOMEN'S ENTERPRISE
DEVELOPMENT CENTER INC.

By: _____
Nikki A. Hahn
Chief Executive Officer

Dated as of: January 1, 2025
Poughkeepsie, New York

DUTCHESS COUNTY LOCAL
DEVELOPMENT CORPORATION

By: _____
Sarah Lee
Chief Executive Officer

SCHEDULE A

Total Value: \$38,147.33
(\$15,000.00 + \$23,147.33 in-kind services)

PROGRAM: Entrepreneur Assistance Program

MAJOR WORK ACTIVITIES:

- Provide Entrepreneurial Training Program (ETP) business training course.
- Provide technical assistance to businesses and start-ups.
- Hold topic specific workshops targeted to businesses and entrepreneurs.
- Provide M/WBE counseling and assist in the certification filing.

PROGRAM OUTCOMES:

- Participants will be able to assess their readiness for business ownership.
- Participants in ETP will have the requisite skill to start or expand a business
- Participants who receive technical assistance will receive specific advice pertinent to their business needs.
- Participants in workshops will gain business knowledge and skills to assist them grow their business.
- Clients filing M/WBE certification with WEDC will have complete submissions reducing the application processing time.

PROGRAM MEASURES OF OUTCOMES:

- Hold 1 Entrepreneurial Training Program in Dutchess County
- Provide technical assistance to 39 Dutchess County clients.
- Hold 9 topic specific business workshops.
- 2 Dutchess County clients file MWBE certification with WEDC assistance.
- 1 Virtual MWBE Panel

PROGRAM TIMELINE:

- January 1st 2025 - December 31st 2025

2025 In-Kind Services provided to WEDC by DCLDC totaling \$23,147.33 include:

Rent
FIOS/Internet
Cloud Services
Reception
Cleaning & Maintenance
Copier
Parking

**Dutchess County
Payment Request**

Organization: Dutchess County Local Development Corporation
Program: Dutchess County Business Attraction, Marketing and Business Expansion & Retention Program
For the Period: 10/1/2024 to 12/31/2024
Indirect Rate: 0%
Payment Request: **\$116,471.73**

Line Item / Category	Approved Budget	Revised Budget	Prior Expenditures	Expenditures This Period	Total Expenditures	Remaining Balance
<i>See agreement for budget line items and enter them below</i>						
Personnel	\$108,848.00	\$0.00	\$81,798.67	\$27,049.33	\$108,848.00	\$0.00
Fringe Benefits	\$43,607.00	\$0.00	\$32,717.64	\$10,889.36	\$43,607.00	\$0.00
Contractual/Consulting Services	\$223,500.00	\$0.00	\$159,525.00	\$63,975.00	\$223,500.00	\$0.00
Travel	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00
Occupancy	\$55,561.00	\$0.00	\$41,670.75	\$13,890.25	\$55,561.00	\$0.00
Other Expenses	\$19,484.00	\$0.00	\$18,816.21	\$667.79	\$19,484.00	\$0.00
Direct subtotal:	\$455,000.00	\$0.00	\$338,528.27	\$116,471.73	\$455,000.00	\$0.00
Indirect Allowed:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$455,000.00	\$0.00	\$338,528.27	\$116,471.73	\$455,000.00	\$0.00

Paid Advance	Recoupment of Advance to date	Recoupment of Advance this Period	Total Recoupment of Advance	Remaining Advance
\$0.00	\$0.00		\$0.00	\$0.00
Remaining Funds for Disbursement				\$0.00

ORGANIZATION CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objective set forth in the terms and conditions of the County and/or Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise (Federal Award References - U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.)

Sarah Lee
 Name (Printed)

Executive Director
 Title (Printed)

Signature

Date

DUTCHESS COUNTY APPROVAL ONLY				
Eoin Wrafter, Commissioner				
Name and Title (Printed)		Signature		Date
County Administration Only:				
Item for Approval	Initials	Date	Year	2004
Budget/Documentation			County Contract #	24-0041-12-24-PL
Financial			GL #	A.8020.4400.4483
Construction (CD only)				

**DUTCHESS COUNTY CONTRACT AGENCY
Progress Report**

Agency: Dutchess County Economic Development Program
Program: Dutchess County Local Development Corporation

Outcome Statement Should be the same statements as "Program Outcomes" in Scope of Services	Total Target, Unduplicated Customers that should achieve the outcome during a year of programming	Actual, Unduplicated Customers				Total, Unduplicated Customers Year to Date #	% of Target
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
Advertise in publications related to to promote business attraction and target industries	2	1	0	2	0	3	150%
Release up to two releases via the PR Newswire to boost reach	2	0	0	0	0	0	0%
Release four e-newsletters.	4	0	2	2	0	4	100%
Increase website traffic 3%.	3% (goal 45,943 unique page views)	12,861	9,471	39,523	10,692	72,547	158%
Achieve the following social media engagement goals							
LinkedIn 7.25% engagement by impression	7.25%	9.7%	16.3%	16.3%	14.5%	18.9%	n/a
Instagram 5.75% engagement by impression	5.75%	5.3%	5.8%	6.6%	6.7%	8.1%	n/a
Facebook 6.5% engagement by impression	6.5%	2.8%	5.4%	8.1%	8.4%	8.2%	n/a
Have a presence at tradeshows, conventions, and expositions for lead generation	4	1	5	0	0	6	150%
Develop 7 industry fact sheets	7	0	0	7	0	7	100%
Develop collateral marketing piece that can be used across social media channels	1	0	0	1	0	1	100%
Increase lead generation by 1%	49	10	11	21	17	59	120%
Conduct 30 site visits	30	15	10	10	5	40	133%
Provide general business counseling to businesses	39	29	9	14	16	68	174%
Provide topic specific business workshops	5	5	4	3	4	16	320%
Produce a printable pdf presenting business survey results including printing & distribution	1	0	0	0	1	1	100%

Narrative – Provide a narrative on any accomplishments or outcomes not outlined above. This can include information on interim accomplishments which will lead to fulfillment of outcome statements.

Narrative

We did not need to pay to promote news articles through the PR News wire because we received good coverage through our ads and advertorials. However we pivoted to use funds to service existing business by producing more business workshops and providing technical service through our site visits.

Advertising: Business Facilities March/April issue; Site Selection September issue; Business Facilities September/October issue, Council of Industry

Newsletters: Business Facilities Award, Partner News, Partner Announcements

Trade Show/Conventions: Area Development, Site Selectors Guild, IAMC, NYSCAR Annual Conference, SelectUSA, Consultant's Forum

Industry Fact Sheet: Completed in 3rd quarter

Business Workshops: Empowering Your Business Through MWBE Certification, Your Blueprint for Business Brilliance, Spanish Legal Entities, Spanish Entrepreneur Empower Mindset, Be Your Own Boss

Mastering NYS MWBE Certification, Skyrocket your Marketing Content, Spanish bookkeeping and Taxes for Business Success, Spanish Understand your Finances, Women Building Networks
Spanish Work for Yourself @50+, Spanish Be Your Own Boss, Fund your future while Networking