

**Tioga County Local Development Corporation  
Board of Directors  
September 4, 2025**

**I. Call to Order and Introductions** President, Brittany Woodburn called the meeting to order at 8:45

**II. Attendance**

1. LDC Board Members: Jon Ward, Joan Case, Keith Flesher, Brielle Woods, Jason Harris, Beth Johnson
2. Ex Officio Board Member: Rebecca Maffei
3. Guest:
4. Excused:, Marcia Kiechle
5. Absent: Christina Di Stefano

**III. Consent Agenda**

- A. Approval of August Meeting Minutes
- B. Tourism Office Activity Report- Reviewed
- C. Governance Committee Report-We will be having changes in the by-laws beginning of 2026
- D. Audit Committee Report-
- E. Finance Committee Report
- F. I Love New York Committee Report

Motion to approve the Consent Agenda- (J. Harris, B. Johnson)

Aye- 7 Abstain- 0  
Nay- 0 Carried

**IV. Financial Report**

- A. Affirmation of email vote transfer of \$11,500 from savings to checking to pay monthly bills (K. Flesher, J. Harris)

Aye- 7 Abstain- 0  
Nay- 0 Carried

C. Motion to approve Financial Reports- (J. Harris, B. Johnson)

Aye- 7 Abstain- 0  
Nay- 0 Carried

**V. New Business-**

- By-Laws Update: Audit and Finance Committee Charters
- Budget discussion
- Audit RFP-Motion to approve sending out an RFP for Audit. (J. Ward, J. Harris)

**VII. Old Business-**

- Accounting firm update-We have approved Bowers accounting firm to assist on the online Quickbooks
- We will be transferring our LDC website to the County Website
- 2026 Budget-Vote needed, A motion to go into executive session (K. Flesher, J. Ward), A motion to exit executive session (J. Ward, K. Flesher), A motion to give back ILNY monies to increase budget. (K. Flesher, J. Ward)

Aye- 7 Abstain- 0  
Nay- 0 Carried

**VI. Adjournment-** Motion to adjourn meeting at 10:00 am - (J. Harris, J. Ward) Aye- 7 Abstain- 0  
Nay- 0 Carried