

**MINUTES**  
**ALBANY PARKING AUTHORITY**  
**GOVERNANCE COMMITTEE MEETING**  
**January 24, 2020**

**1. Call to Order.**

The meeting of the Governance Committee was called to order by APA Board Vice Chairman and Committee member Chris Burke at 9:40am, Friday, January 24, 2020 at the APA offices. Board members in attendance were Jeff Sperry, Chris Burke and Jennifer Ceponis. Bill Pettit and Chair of the Committee Jordine Jones were excused. Present was Executive Director Matthew Peter, Associate Director Sean Palladino, Director of Enforcement Doug Case, Director of Administration Lyle Winokur, General Counsel Sevil Barber, Executive Assistant Stephanie Wright and APA legal counsel Thomas Owens.

Using the APA Committee Charter, the Committee members reviewed the purpose, composition, authority and responsibilities of the Governance Committee. The purpose of the committee is to review, on an annual basis, the policies of the Authority as well as advising the Board on best practices from a corporate perspective. Additionally, the Governance Committee looks at the complete overview of the Authority's Mission and Governance practices.

**2. New Business.**

Board Vice Chairperson Chris Burke reviewed with the Committee the Board positions of Vice Chairperson, Treasurer, Secretary and Officers. Following the Committee's discussion and review, the Committee determined that it will make a recommendation of no changes to the Board.

Executive Director Matthew Peter reviewed with the Committee the results of the 2019 Performance Measurements, the APA Mission Statement, and the 2020 Performance Goals. Following discussion and review, the Committee determined that the 2019 Performance Measurements, APA Missions Statement, and the 2020 Goals would be reviewed/discussed and provided to, the Board for their consideration and approval.

Executive Director Matthew Peter discussed with the Committee the ABO requirements for the Board member training.

The Committee members were given the Confidential Board Evaluation Forms and members of the Board will receive the forms before the January Board Meeting. The forms are completed once a year and submitted to the ABO.

**3. Old Business.**

None.

**4. Executive Session.**

None.

**5. Adjournment.**

There being no further business, on a motion by Board Vice Chairman Chris Burke, second by Jennifer Ceponis and unanimously approved, the meeting adjourned at 10:07am.