
**GREATER SYRACUSE
PROPERTY DEVELOPMENT CORPORATION**

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Minutes

Greater Syracuse Property Development Corporation

HIRING COMMITTEE MEETING

Friday, May 10, 2013, 12:30 P.M.

333 W. Washington Street, Suite 130

Syracuse, NY 13202

Members Present: Daniel Barnaba, Dwight Hicks

Members Excused: Mary Beth Primo

Others Present: Katelyn Wright

I. Call to order

Dan Barnaba called the meeting to order at 12:38.

II. Roll Call

Dan Barnaba noted that he and Dwight Hicks were present and that Mary Beth Primo had previously notified staff she was unable to attend.

III. Proof of Notice – attached p. 2

Mr. Barnaba noted that proper notice of the meeting had been posted.

IV. Minutes

Dwight Hicks motioned to approve the minutes from the April 11 and April 26 meetings of the Hiring Committee. Dan Barnaba seconded this motion. **ALL COMMITTEE MEMBERS PRESENT UNANIMOUSLY AGREED TO APPROVE THE MINUTES FROM THE APRIL 11 AND APRIL 26, 2013 MEETINGS OF THE HIRING COMMITTEE.**

V. New Business

RFP for Accounting/Bookkeeping Services

Katelyn Wright presented several amendments to the RFP that had been made since the agenda was first distributed. There was some discussion of whether a small bookkeeping firm or a larger accounting firm would respond to this RFP and whether any bookkeeping work would be subcontracted. The need for a CPA for year-end reports was discussed. The committee agreed that the RFP was broad enough that both types of businesses would likely be able to respond. Dan Barnaba motioned that they forward the RFP as amended to the full board for a vote. Dwight Hicks seconded this motion. **ALL COMMITTEE MEMBERS PRESENT APPROVED A MOTION TO FORWARD THE RFP AS AMENDED TO THE FULL BOARD FOR A VOTE.**

VI. Other Business

VII. Adjournment

Dwight Hicks motioned to adjourn the meeting. Dan Barnaba seconded this motion. **ALL COMMITTEE MEMBERS PRESENT UNANIMOUSLY AGREED TO ADJOURN THE MEETING AT 1:34 PM.**