

**Downtown Schenectady Improvement Corporation/  
Downtown Special Assessment District  
Board Meeting Minutes  
January 22, 2013**

**Attending:** Richard Antokol, Janet Hutchison, Jack McDonald, Joe O'Connor,  
Sid Ramotar, Rudy Grant  
**Absent:** Matt Mazzone, Chris Spraragen, Austin Fisher, Jim Salengo  
**Staff:** Colleen Merays, Gail White, Becky Jarczyński

**Downtown Schenectady Improvement Corporation**

Richard Antokol opened the meeting at 8:30am.

**1) Approvals**

- a) **Meeting Minutes** - Richard Antokol asked if everyone had read the minutes of the November 27, 2012 board meeting and if there were any comments. Jack McDonald requested amendments noting he recommended a board policy to send out minutes a week after the meeting and the addition of a discussion about prior advice of counsel regarding public and/or board attendance at executive committee meetings.

*Janet Hutchison made a motion to approve the minutes from November 27, 2012 with amendments. Joe O'Connor seconded the motion. Motion passed unanimously.*

**2) Committee/Program Reports**

a) **Finance**

- i. **December 2012 Financials** - Colleen Merays reviewed the financials; board members were asked to contact Jim or Colleen with questions.
- ii. **Building Block Party** – Colleen Merays reviewed Building Block Party net results. With estimated staff time taken into account, the event netted a little over \$32,500. ACTION: Colleen to email results to board.

**3) Executive Director's Report**

- a) **Payroll Service/Health Insurance** – Colleen Merays noted that the DSIC changed payroll services to GTM as of January 2013; GTM will also be the broker for the DSIC's health insurance and will coordinate the FSA plan. With these changes, we will save about \$4,000 through reduced health insurance premiums and lower FSA admin costs.
- b) **Board Size Committee** – Richard Antokol reported the committee met and weighed the pro and cons of increasing the board size; their recommendation is an increase to 12 or 13 members. Further discussion and vote tabled until the next meeting. ACTION: Include on next month's agenda.
- c) **2013 Board Nominations** – Richard Antokol spoke with Matt Mazzone, who will resign his board position due to ongoing scheduling conflicts. He would like to stay involved in other ways. Three DSIC/DSAD board positions are up in 2013: Richard Antokol, Janet Hutchison and Chris Spraragen. Richard is interested in continuing; Janet will not be continuing. Sid Ramotar and Jack McDonald expressed interested in serving on the nominating committee. Austin Fisher may also be interested. Richard asked for a motion to authorize Jim Salengo to form a 2013 board nominating committee.

*Janet Hutchison made a motion to authorize Jim Salengo to form a 2013 board nominating committee. Jack McDonald seconded the motion. Motion passed unanimously.*

- d) **Website Update** – Colleen Merays indicated that our web designer was leaving her new company and will begin working independently out of a home office. Discussion continued. ACTION: Jim Salengo will be meeting with her to work out how our website will be handled.
- e) **Programming Updates**: Becky Jarczynski indicated that the Spring *Explore Downtown Schenectady Magazine* was being worked on and that preparations for Restaurant Week and the Dining Guide were underway. 2012 holiday promotion results will be shared at the next meeting. Formation of a new promotions committee is being considered. Discussion followed on ways to gather input from businesses on events and promotions, such as a business survey.

#### **4) New Old Business**

- i. **Board Meeting Guests** – Colleen Merays stated that Jim Salengo was compiling a list of potential board meeting guests. Please email Jim with any suggestions.

*Janet Hutchison made a motion to adjourn the meeting. Sid Ramotar seconded the motion. Motion passed unanimously.*

Meeting closed at 9:22am.

#### **Downtown Special Assessment District**

Richard Antokol opened the DSAD at 9:22am.

Colleen Merays stated that the City Council approved the 2013 DSAD assessment levy for \$220,000, an adjusted amount from the \$230,000 that was presented to them.

*Rudy Grant made a motion to close the DSAD. Janet Hutchison seconded the motion. Motion passed unanimously.*

DSAD closed at 9:24am.