

**Downtown Schenectady Improvement Corporation/
Downtown Special Assessment District
Board Meeting Minutes
February 25, 2014**

Attending: Heather Peterson, Scott Johnson, Richard Antokol , Austin Fisher, Joe O'Connor
Absent: Chris Spraragen, Sid Ramotar, Rudy Grant, Jack McDonald
Staff: Jim Salengo, Colleen Merays, Gail White

Downtown Schenectady Improvement Corporation

Richard Antokol opened the meeting at 8:32am.

1) Approvals

- a) Meeting Minutes** – Richard Antokol asked for a motion to approve the January 28, 2014 meeting minutes.

Austin Fisher made a motion to approve the January 28, 2014 meeting minutes. Scott Johnson seconded the motion. All in favor.

- b) Office Lease Extension** – Our current office lease at 143 State Street expires at the end of April 2014. Jim Salengo met with the leasing agent for property owner Manpower and negotiated a two-year renewal with the right to terminate after one year with six months advance notice. This would allow us flexibility for exploring other possible office spaces or space-sharing options. The renewal would include a monthly increase of \$100; all other terms remain the same.

Heather Peterson made a motion to approve the renewal of the DSIC's office lease at 143 State Street with Manpower under the terms noted above. Joe O'Connor seconded the motion. All in favor.

2) Finance

- a) January 2014 Financials** – Jim Salengo & Colleen Merays reviewed the financials and answered questions.

3) New/Old Business

- a) Strategic Planning** – Heather Peterson handed out the compiled results from participating board and staff members outlining potential people to interview and questions to ask during the strategic planning process. Discussion continued regarding the process and next steps. ACTION: Using the board feedback and direction, Heather will work with staff to present an updated draft of the interview process at the next board meeting.

- b) 2014 Board Nominations/Board size** – Jim noted that the three board members whose terms are up this year (Austin Fisher, Rudy Grant, Heather Peterson) have expressed interest in continuing for another term; none has served for more than one term. Since there are no truly vacant seats at this time, it would make the most sense to go through the nominations process only if we pursued an increase in board size. Discussion continued. Further action on the board size increase and nominations process were tabled.

- c) Richard Antokol** – Richard informed the board that, due to health issues, he plans to step down from his position as president by this summer. He would like to continue to serve out his current term on the board.

4) Executive Director's Report

a) Outdoor Program

- i) **Banners** – Jim Salengo distributed a financial overview of the 2013 business-sponsored seasonal banner program showing net revenue of more than \$4,000. The program is continuing this year and will include a new two-year commitment option for sponsoring businesses.
- ii) **Flower RFP** – We did not budget flower baskets or planters for Lower State Street this year due to the planned construction. It was determined that the banner arms on the new Erie Boulevard light poles cannot support the weight of our hanging baskets. We are in discussions with the city for possible solutions. The flower RFP will request a quote for baskets with and without Erie included in case a resolution is found.

Scott Johnson made a motion to close the DSIC meeting. Austin Fisher seconded the motion. All in favor. Meeting closed at 9:35am.

Downtown Special Assessment District

Richard Antokol opened the DSAD meeting at 9:35am.

No business.

Joe O'Connor made a motion to close the DSAD meeting. Heather Peterson seconded the motion. All in favor. Meeting closed at 9:36am.