

**Downtown Schenectady Improvement Corporation/
Downtown Special Assessment District
Board Meeting Minutes
May 28, 2013**

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

Downtown Schenectady Improvement Corporation

Richard Antokol opened the meeting at 8:37am.

1) Approvals

- a) **Meeting Minutes** – Richard Antokol asked for a motion to approve the March 26, 2013 and the April 23, 2013 meeting minutes.

Jack McDonald made a motion to approve the March 26, 2013 meeting minutes. Sid Ramotar seconded the motion. Motion passed unanimously.

Joe O'Connor made a motion to approve the April 23, 2013 meeting minutes. Janet Hutchison seconded the motion. Motion passed unanimously.

- b) **2013 Board Candidates** - Sid Ramotar reviewed the board nominating committee meetings and summarized the results. Richard Antokol asked for a motion to accept the recommendations of the nominating committee for the 2013 board candidates.

Janet Hutchison made a motion to accept the recommendations of the nominating committee for the 2013 board candidates. Joe O'Connor seconded the motion. Motion passed with five in favor and one abstention (Jack McDonald).

- c) **Building Block Award Nominations** - Colleen Merays presented a proposed list of 2013 honorees generated by the Building Block Party Committee. Richard Antokol suggested adding a "President's Award" that would be determined by the board. Discussion continued.

Jack McDonald made a motion to amend the slate of honorees from the Building Block Committee to present an economic development award to Transfinder and a special recognition award to Rudnick's. Joe O'Connor seconded the motion. Motion passed unanimously.

2) Finance

- a) **April 2013 Financials** – Jim Salengo & Colleen Merays reviewed the financials.
b) **2012 Audit Update** – Colleen Merays reported that our auditor was at the office for a day a few weeks ago and is currently wrapping things up. He hopes to complete the audit for presentation at the June board meeting.
c) **Visitor Guide Ads** – Jim Salengo stated that he had sold two ads for the back page of the guide as well as several ads for the interior of the guide, which are new for 2013.

3) Executive Director's Report

a) **Website Update** – The new DSIC website is up and running and most of the bugs have been worked out. It is being hosted for free for the remainder of 2013.

b) Programming Updates

- i. **EEM** - EEM staff will be installing hanging baskets on Thursday night. Flowers for the street planters will be delivered next Tuesday and planting will begin on Wednesday, weather permitting. Jim will be doing a walk around the district with Jayme from Metroplex to determine landscaping and maintenance items. The EEM team will be cleaning up the green garbage cans and areas around them, as well as installing new lids as needed. We partnered with the City Mission on spring cleanup day on May 4. Seven volunteers assisted with cleaning up Pulaski Park and Pius Alley.
- ii. **Communications & Marketing** – The Merchant Mash Up event on May 16 went very well; 24 businesses participated. The summer *Explore Downtown Schenectady* magazine and the new 2013-2014 version of the Visitor Guide are both in progress.
- iii. **Business Development** – We will be finishing up the monthly workshop series that we have been holding with Amy Amoro from the Small Business Development Center. Attendance has been around 15 -20 people per session. We will host a downtown business-to-business mixer on June 11 from 5-7pm at the Holiday Inn. Light snacks will be served.

d) Save the Date

- i. **Annual Meeting** – The Annual Meeting will be held on July 18, 7:30 – 9am at Bow-Tie Cinemas.
- ii. **Building Block Party** – The Building Block Party will be held October 10, 5:30-8:30pm at Robb Alley and GE Theatre at Proctors.

Chris Spraragen made a motion to close the DSIC meeting. Janet Hutchison seconded the motion. Meeting closed at 9:27am.

Richard Antokol opened the DSAD at 9:27am

It was noted that the audit for 2012 is underway and should be completed and presented at the June meeting.

Janet Hutchison made a motion to close the DSAD meeting, Chris Spraragen seconded the motion. Meeting closed at 9:30am