

**Downtown Schenectady Improvement Corporation/
Downtown Special Assessment District
Board Meeting Minutes
January 30, 2018**

Attending: Heather Peterson, Jeff Morlang, Austin Fisher, Carmel Patrick, Richard Antokol, Rudy Grant
Absent: Lori Selden, Chris Spraragen
Staff: Jim Salengo, Colleen Merays (via phone), Gail White

Downtown Schenectady Improvement Corporation

Heather Peterson opened the meeting at 12:07pm.

1) Approvals

a) Consent Agenda: Presented for approval by Heather Peterson as follows:

1. Meeting Minutes from 11/28/17
2. December 2017 Financials
3. Executive Director's Report

Consent agenda was presented by Heather Peterson for approval. No objections; consent agenda adopted.

2) Goal Action Planning

a) DSAD Boundaries – Heather P. reviewed action items resulting from recent DSAD Boundaries sub-committee meetings regarding stakeholder outreach, finances, and messaging. Discussion followed.

b) Outdoor Operations – Austin Fisher reported on the most recent Outdoor Operations sub-committee meeting, which focused on Gateway Plaza maintenance, outdoor program staffing, and vehicle needs. Research into experimental new self-watering flower baskets for summer showed that it is cost-prohibitive at this time; a limited test project with these baskets will be considered for the future.

c) Marketing – This committee will be headed by Lori Selden, who will identify stakeholders that she feels will be good committee members.

d) Miscellaneous – Jim Salengo discussed the need to review and update our current employee handbook. The board recommended contracting with Paychex, the handbook's original author, for the update.

Jim/Colleen will get a quote. The DSIC/DSAD bylaws will also be reviewed this calendar year.

3) New/Old Business

a) Board Appointments – Jim S. recommended rolling 2017 and 2018 appointments into one round this year. One vacancy currently exists. Current board members are asked to provide names and contact info for potential board members to Jim, along with a summary of skills they would bring to the organization.

b) Annual Fundraiser – Jim S. reviewed the staff's idea to celebrate the DSIC's 40th anniversary this year with a summer "Birthday Bash" fundraiser that would replace the fall Building Block Party. It could also be combined with our Annual Meeting. There was general consensus among board members on this approach. Additional planning and details to come.

Austin Fisher made a motion to close the DSIC meeting. Carmel Patrick seconded the motion. Meeting closed at 1:06pm.

Downtown Special Assessment District

Heather Peterson opened the DSAD at 1:08pm.

No new business.

Jeff Morlang made a motion to close the DSAD. Rudy Grant seconded the motion. All in favor. DSAD closed at 1:08pm.