

**Downtown Schenectady Improvement Corporation**  
**Downtown Special Assessment District**  
**Board Meeting Minutes**  
**February 23, 2021**

**Attending:** Heather Peterson, Kim Rainey, Chris Spraragen, Ray Legere, Jeff Morlang, Richard Antokol, Kim Rainey, Michael Burns  
**Absent:** Aneesa Waheed, Austin Fisher  
**Staff:** Jim Salengo, Gail White, Amy Sonder

**Downtown Schenectady Improvement Corporation**

Meeting took place via Zoom videoconferencing. Heather Peterson opened the meeting at 2:03 p.m.

- 1. Consent Agenda** – Heather asked for approval on the consent agenda. Consent agenda was adopted unanimously:
  - a) Meeting minutes from 1/26/2021
  - b) Executive Director’s Report for 2/23/2021
  - c) January 2021 financials
- 2. Finance Committee Update:** Topics covered were associate memberships, the CDPHP year-end donation and the second draw PPP loan (PPP loan application is in the works). Kim R. is shopping around for other workers comp & unemployment insurance policies. We will be creating an RFP for all DSIC insurance policies to see if they can be consolidated under one vendor at a more competitive price.
- 3. Anniversary Committee Update** – Jim introduced the 20<sup>th</sup> anniversary logo. We hope to kick off the anniversary year in April. Promotional ideas are a scavenger hunt (virtual & in person), raffles, Zoom events, and videos from downtown businesses. Michael B. offered to assist with videos. Kim had nominated us for a Chamber Good News Award, which will be given in May; the Chamber indicated they will look to recognize our 20<sup>th</sup> anniversary at a later date.
- 4. Governance Committee Update** – Jim has the first update of the employee handbook to review from Paychex HR services. Dowling Law has drafted a conflict of interest policy and reviewed the updated bylaws; Jim will be meeting with them on Thursday.
- 5. Other Business**
  - a) New lease for 143 State Street – Jim thanked Richard A. for his work on reviewing the new lease. Jim spoke with the owners of the building and they are going to send a simplified version.

***Ray Legere made a motion to adjourn the DSIC meeting. Kim Rainey seconded the motion. All in favor. Meeting adjourned at 2:49 p.m.***

**Downtown Special Assessment District**

Heather Peterson opened the DSAD at 2:49 p.m.

No new business.

***Richard Antokol made a motion to close the DSAD. Chris Spraragen seconded the motion. All in favor. Meeting closed at 2:49 p.m.***