

**Downtown Schenectady Improvement Corporation  
Downtown Special Assessment District  
Board Meeting Minutes  
March 30, 2021**

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

**Downtown Schenectady Improvement Corporation**

Meeting took place via Zoom videoconferencing. Heather Peterson opened the meeting at 2:05 p.m.

1. **Consent Agenda** – Heather asked for approval on the consent agenda. Consent agenda was adopted unanimously:
  - a) Meeting minutes from 2/23/2021
  - b) Executive Director’s Report for 3/30/2021
  - c) February 2021 financials
  
2. **Governance Committee Update** – Jim reviewed the process of updating DSIC’s bylaws for the first time since 2010. Dowling Law firm, a firm specializing in non-profits, went through our draft revisions and made changes as necessary. A formal conflict of interest policy has also been written; Jim will send the COI form to all board members to complete and sign.  
*Heather made a motion to introduce the updated DSIC bylaws for a vote of approval at the board meeting on April 27. Jeff Morlang seconded. All in favor.*
  
3. **Anniversary Committee Update** – There is some flexibility on the actual date of our 20<sup>th</sup> Anniversary; this has allowed us more time to work on a plan and kickoff celebration. The committee agreed our anniversary videos should be quirky, fun, watchable and sharable. Michael Burns offered to tape footage for and edit the short videos. The committee also discussed having stickers made that would be given out to businesses with the 20<sup>th</sup> Anniversary logo and website information to help get the word out. Jim offered to send out timeline for the anniversary plans to the board.
  
4. **Finance Committee Update** – No formal meeting has been held since the last board meeting as there is no pressing business. We are waiting on approval for our second PPP loan from SEFCU.
  
5. **Other Business**
  - d) New lease for 143 State Street – Jim thanked Richard Antokol for all the work he did on reviewing the new 3-year office lease and suggesting revisions. Jim received the revised lease back from our landlord with feedback. Ray offered to give a second look at the updated lease.

*Ray Legere made a motion to adjourn the DSIC meeting. Michael Burns seconded the motion. All in favor. Meeting adjourned at 2:27 p.m.*

**Downtown Special Assessment District**

Heather Peterson opened the DSAD at 2:28 p.m.

No new business.

*Michael Burns made a motion to close the DSAD. Chris Spraragen seconded the motion. All in favor. Meeting closed at 2:28 p.m.*