

**Downtown Schenectady Improvement Corporation  
Downtown Special Assessment District  
Board Meeting Minutes  
December 12, 2023**

**Attending:** Austin Fisher, Michael Burns, Phil Wajda, Heather Peterson, Ray Legere,  
Andrea Cortelyou,  
**Absent:** Mitch Ramsey, Paul Ambrose  
**Staff:** Carney McGuire

**Downtown Schenectady Improvement Corporation**

The meeting took place at the office of Peterson Campoli & Associates, 1473 Erie Blvd.  
Heather Peterson opened the meeting at 12:05 p.m.

1. **Executive Session** – 12:05 to 12:30
  - a. The board meeting began in executive session to enable to Executive Director Search Committee to report out on their findings and collectively discuss next steps.
  
2. **Consent Agenda** – All items in the consent agenda were approved unanimously.
  - a) Meeting minutes from 10/31/23
  
3. **Board Committee Reports**
  - a. Governance (Heather, Ray, Austin)
    - i. Board recruitment plan progress  
After interviewing potential board members, the Board Recruitment Subcommittee (Austin, Ray and Phil) put forth the following proposed group of board members:
      1. Ellen McHale, Folklore Society (would take over for Paul Ambrose who would like to resign from the board. His term ends 5/2025)
      2. Bashire Chedrawee, Simone’s Kitchen (would be accepting a new board member spot mid term that would expire 5/2024. He would be eligible for a full term if elected.)
      3. Tate Ottati, Tate’s Comics (would take over for Jeff Morlang who left a vacant seat. Tate would serve until 5/2024 and then be eligible for a full term if elected.)
  
  - ii. DSIC budget
    1. Budget being reviewed and refined (Annie)
  
  - iii. Proposed change to Bylaws

**VOTE:** Austin Fisher made a motion to approve the above slate of board members to be presented to the Mayor of the City of Schenectady and the City Council for their consideration.  
Ray Legere seconded the motion. All were in favor of the motion and the motion was carried.

4. Next steps – need Mayor/City Council approval. Names and bios for the proposed board members will go to the Mayor right after the first of the year by Heather.
5. Looking to have Board members be onboarded in March after new ED is seated.
6. Will invite them to a coming board meeting.

**VOTE:** Ausitn Fisher made a motion to remove term limits from board member service. Ray Legere seconded the motion. The motion was discussed. All were in favor of the motion and the motion was carried.

- b. Outdoor Program (Austin and Carney)
  - i. Austin provided update on work to bring up outdoor equipment, preparing inventories, maintenance schedules, organizing at the Barn.
  - ii. Carney reported that the environment, attitude and culture of the outdoor employees has greatly improved. They are working hard and as a team.
  - iii. Discussions with Metroplex continue with a focus on ways to improve our program and save costs.
  - iv. Annie and Carney will be meeting with David Hogencamp in January to start a more in depth review and discussion of our outdoor program grant.
- c. Finance (Heather, Michael, Carney)
  - i. Annie has been working with our bookkeeper to make sure financial statements are properly representing transactions. The financial reports from September through November have not been presented for a vote.
  - ii. Annie has several ideas to streamline processes and will talk to auditor before implementation.
- d. Special Events
  - i. Nothing to report

*Austin Fisher made a motion to adjourn the DSIC meeting. Phil Wajda seconded the motion. All in favor. None opposed. Motion carried. Meeting adjourned at 1:41 p.m.*

### **Downtown Special Assessment District**

Heather Peterson opened the DSAD at 1:41 p.m.

No new business.

*Austin Fisher made a motion to close the DSAD. Michael Burns seconded the motion. All in favor. Meeting adjourned at 1:41 p.m.*

01/28/2024

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*Date*

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*Submitted by*