

**Downtown Schenectady Improvement Corporation
Downtown Special Assessment District
Board Meeting Minutes
February 27, 2024**

Attending: Austin Fisher, Phil Wajda, Heather Peterson, Ray Legere, Andrea Cortelyou, Michael Burns, Bashir Chedrawee, Ellen McHale
Absent: Mitch Ramsey
Staff: Maureen Neufeld, Exec Dir and Carney McGuire, Director of Op
Guest: Tate Ottati (Pending Board Member)

Downtown Schenectady Improvement Corporation

The meeting took place at the Armory Studios NY, 125 Washington Avenue, Schenectady
Heather Peterson opened the meeting at 4:05 p.m.

1. **Consent Agenda** – All items in the consent agenda were approved unanimously.
 - a) Meeting minutes from 1/30/24

2. **Introduction of Board Members and Pending**
Tate Ottati and Heather Lent

3. Items for Approval
Board Resolution for Broadview to allow Marueen to secure a corporate credit card.
Austin Fisher made a motion to adopt the resolution. Ray Legere seconded the motion. All in favor. None opposed. Motion carried.

Board Resolution for official closure of Key Bank credit card as required by the bank
Phil Wajda made a motion to adopt the resolution. Austin Fisher seconded the motion. All in favor. None opposed. Motion carried.

4. Staff Updates
Carney McGuire gave an update on the outdoor program.
Maureen reported on overall organization updates.

5. **Board Committee Reports**

- a. Governance (Heather, Ray, Austin)
 - Ellen and Bashir are official board of directors. Tate’s appointment is held up until the legislation is amended. The matter is currently on the County Legislature agenda.
 - All board members are to fill out Annual Conflict of Interest Statements and Board Commitment forms. Get them back to Maureen at your earliest convenience.
- b. Finance (Heather, Michael, Carney)
 - Annie presented the financial statements for the period of September 2023 through December 2023.

Heather Peterson made a motion to accept the financials. Ray Legere seconded the motion. All in favor. None opposed. Motion carried.

- Annie presented a draft of the amended budget for 2024. Our grant and special projects budget with Metroplex is being updated based on meeting

with Metroplex.

6. Other Business

- Metroplex would like to have all DSIC employees/board go and have lunch and a presentation by them to give information about what they do and how it connects to what we do. This will be scheduled in March.

Austin Fisher made a motion to adjourn the DSIC meeting. Ray Legere seconded the motion. All in favor. None opposed. Motion carried. Meeting adjourned at 5:00 p.m.

Downtown Special Assessment District

Heather Peterson opened the DSAD at 5:01 p.m.

No new business.

Ray Legere made a motion to adjourn the DSAD meeting. Phil Wajda seconded the motion. All in favor. None opposed. Motion carried. Meeting adjourned at 5:02 p.m.