

Downtown Schenectady improvement Corporation
Downtown Special Assessment District
Board Meeting Minutes
July 30, 2024

Attending: Heather Peterson, Austin Fisher, Ray Legere, Andrea Cortelyou, Ellen McHale, Tate Otatti, Bashir Chedrawee (video)
Absent: Mitch Ramsey, Michael Burns, Phil Wajda
Staff: Maureen Neufeld, Carney McGuire, Gail White, Sarah Lokker

Downtown Schenectady Improvement Corporation

The meeting took place at the offices of DSIC at 143 State St. Heather Peterson called the meeting to order at 11:59 a.m.

1. **Consent Agenda** – Items in the consent agenda were approved unanimously, after a request to update the list of committee members.
 - a. Meeting minutes from June 25, 2024
 - b. Executive Director Report
 - c. Annual Statement of Contracts and Meetings
 - d. January - June 2024 Financial reports

2. **Annual Officer ballots** – Distributed to the Board for vote – to be turned into Gail White to tally.

3. **Board Committees**
 - a. **Governance Committee** | Committee members are Heather, Ray & Austin.
 - No Report

 - b. **Beautification** | Committee consists of Andrea, Ellen & Tate.
 - Maureen has reached out to Metroplex about a joint effort for the murals
 - Tate is working on getting brail put on the Jay Square Sq. welcome sign

 - c. **Outdoor Program** | Committee consists of Phil, Austin and Mitch & Ray
 - Two of the outdoor hires are from the City Mission. Carney suggested have Mike Saccocio from the City Mission speak at one of the board meetings. Carney is talking about having the outdoor team volunteer once a month at the Mission
 - Meeting with Union College on getting volunteers for John C. Toll Day
 - Antoine decided not to leave

 - d. **Special Events** | Committee consists of Ray, Bashir & Michael
 - The Building Block Party will be held at the SUNY Schenectady RISE Gallery on November 7, 5:30 – 8 p.m.
 - Wing Walk is October 5
 - Fall Spooktacular is October 12
 - Maureen will apprise everyone when she is ready for the Annual Meeting

 - e. **Marketing Committee** | Committee consists of Michael, Bashir, Tate & Ray
 - Maureen Neufeld introduced Sarah Lokker as the new Marketing & Development Coordinator
 - Ideas on how to let the public know what we do
 - Coming up with items for public interest to be shared about our work
 - Can we have a lunch & learn session for the community
 - Feature staff in weekly email. Questioners have gone out to staff

f. **Finance Committee**

- Working on fine tuning the monthly reports
- Metroplex grant billing & landscaping bills are due monthly. They are submitted about 2-3 weeks after the end so all the information for the month is included
- Maureen and Sarah are working on a sponsorship program and hope to have it ready by September

4. **Ballots for New Officers**

- The ballots for the election of the Board of Directors executive committee were counted by Gail White. The following board members were elected:
 - Heather Peterson: President
 - Austin Fisher: Vice President
 - Andrea Cortelyou: Treasurer
 - Ray Legere: Secretary
 - The following elected officers are authorized to sign checks issued on the Broadview account on behalf of DSIC: Heather Peterson, Austin Fisher & Ray Legere.

Ray Legere made a motion to adjourn the DSIC meeting. Andrea Cortelyou seconded the motion. All in favor. Motion carried and the meeting adjourned at 12:50 p.m.

Downtown Special Assessment District

Heather Peterson opened the DSAD portion of the meeting at 12:50 p.m. No New Business

Austin Fisher made a motion to close the DSAD. Andrea Cortelyou seconded the motion. All in favor, motion carried the DSAD was adjourned at 12:51 p.m.