

Downtown Schenectady Improvement Corporation
Downtown Special Assessment District
Board Meeting Minutes
June 25, 2024

Attending: Heather Peterson, Austin Fisher, Ray Legere, Michael Burns, Mitch Ramsey, Phil Wajda, Andrea Cortelyou, Bashir Chedrawee, Ellen McHale
Guest: Jason Marra, CPA and Partner of Cusack & Company CPAs
Absent: Tate Otatti
Staff: Maureen Neufeld, Carney McGuire, Gail White

Downtown Schenectady Improvement Corporation

The meeting took place at the offices of Peterson Campoli & Associates CPAS PLLC at DSIC office at 1473 Erie Blvd. Called to order at 12:06 by Heather Peterson.

1. **Consent Agenda** – Items in the consent agenda were approved unanimously.
 - a. Meeting minutes from May 30, 2024
 - b. Executive Director Report

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

 - b. **Beautification** | Committee consists of Andrea, Ellen & Tate.
 - The committee meeting was held June 18th at 11:30 at DSIC.
 - Tate has accepted as Committee Chair
 - Working on signage/lighting for Blood Sculptures
 - Next meeting was set up for July 23rd, 11 am at DSIC HQ

 - c. **Outdoor Program** | Committee consists of Phil, Austin and Mitch & Ray
 - David Siders left the team.
 - Completed project for Metroplex on Crane Street
 - Watering takes 2 team members six hours per day six days a week.
 - Antoine has resigned to take a new position. He still is offering to help as he can.
 - Louis is working out very well and will be going full time.
 - To help with extraordinary landscaping work around the city, we will be acting as GC for a landscaping company. We will approach Kenneth from Ground Up Maintenance. This is at the request of and will be paid by Metroplex.
 - An outdoor committee meeting has been requested and will be scheduled.
 - Carney will work on dates that the board can go to the City Mission for a discussion with Mike Saccocio on our partnership.

 - d. **Special Events** | Committee consists of Ray, Bashir and Michael
 - An Ad Hoc committee met on June 24th to discuss overview thoughts on Sarah's onboarding
 - Tater Trot is on track for July 13th.
 - Annual meeting will be scheduled for later in the summer to put together a proper format.
 - Building Block Party tentatively scheduled for November 7th.

e. **Finance Committee (This was presented first on the agenda)**

- Heather introduced Jason Marra to the board as our auditor.
- Jason presented the audit report for calendar year 2023 together with a thorough review of the financials.
- Note: This was an exception year on the financials. The Jay Square project inflows and outflows were reported on the DISC books. This was not normal activity and shows much larger revenue and expense than normal. The finalized financial report will contain notes indicating the outlier activity. (Follow up: The notes have been made)
- The audit report is unqualified (clean report)
- Jason stayed for the entire board meeting and participated in discussions on how to make our reporting more transparent and useful to track our budget.
- The financials for the period of January through May were presented by Maureen.
- The board was asked to review the financials and be prepared to vote on them at the next meeting.

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 1:08p.m.

Downtown Special Assessment District

Austin Fisher opened the DSAD portion of the meeting at 1:08 p.m.

Michael Burns made a motion to close the DSAD. Mitch Ramsey seconded the motion. All in favor, motion carried the DSAD was adjourned at 1:08 p.m.