

Downtown Schenectady improvement Corporation
Downtown Special Assessment District
Board Meeting Minutes
September 24, 2024

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

Downtown Schenectady Improvement Corporation

The meeting took place at the Karen Johnson Central Public Library | KBJ Room 1. Heather Peterson called the meeting to order at 12:04 p.m.

1. **Consent Agenda** – Items in the consent agenda were approved unanimously, after a request to discuss the financials, Executive Director report & Director of Operations report
 - a. Meeting minutes from August 24, 2024
 - b. Executive Director Report
 - c. August 2024 Financials
 - d. 2023 Audited Financial Statement

Maureen updated the board on her meeting with Metroplex on downtown businesses as well on the income for the various events. It was decided that she will do a brief presentation at the Building Block Party that will cover the annual meeting, and we should plan for the annual meeting to be held in May next year. According to the Mayor's office, they do not have the budget for the trees for State St. this year. Ray is going to talk to him.

Ellen McHale made a motion to accept the 2023 audited Financial Statement. Andrea Cortelyou seconded the motion. Motions passed unanimously.

2. Board Committees

- a. **Governance Committee** | Committee members are Heather, Ray & Austin.
 - Need to start the 2–5-year strategic plan in November | December.
- b. **Beautification** | Committee consists of Andrea, Ellen & Tate.
 - Tate will schedule an October meeting
- c. **Outdoor Program** | Committee consists of Phil, Austin and Mitch & Ray
 - Carney updated the board on her & Austin's meeting with Metroplex.
 - National Grid has agreed to volunteer with two trucks and one day to help hang wreaths
- 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. Hill & marks will be donating disposal trays and wipes for the event.
 - Fall Spooktacular is October 12
- e. **Marketing Committee** | Committee consists of Michael, Bashir, Tate & Ray
 - No Updates
- f. **Finance Committee**
 - Andrea & Maureen have started the budget process
 - Need to set a calendar for presenting the budget to the city council

Ray Legere made a motion to adjourn the DSIC meeting. Michael Burns seconded the motion. All in favor. Motion carried and the meeting adjourned at 1:12 p.m.

Downtown Special Assessment District

Heather Peterson opened the DSAD portion of the meeting at 1:12 p.m.

Michael Burns made a motion to accept the 2023 audited Financial Statement. Ellen McHale seconded the motion. Motions passed unanimously.

Austin Fisher made a motion to close the DSAD. Michael Burns seconded the motion. All in favor, motion carried the DSAD was adjourned at 1:13 p.m.