

**Downtown Schenectady improvement Corporation**  
**Downtown Special Assessment District**  
**Board Meeting Minutes**  
**November 26, 2024**

**Attending:** Heather Peterson, Austin Fisher, Ray Legere, Andrea Cortelyou, Tate Otatti, Mitch Ramsey, Ellen McHale, Phil Wajda, Bashir Chedrawee (phone)

**Absent:** Michael Burns

**Staff:** Maureen Neufeld

**Downtown Schenectady Improvement Corporation**

The meeting took place at the Karen Johnson Central Public Library | Swanker Board Room.

Heather Peterson called the meeting to order at 12:03 p.m.

1. **Consent Agenda** – Items in the consent agenda were adopted
  - a. Meeting minutes from October 29, 2024
  - b. Executive Director Report
  - c. October 2024 Financials
  - d. Staff Updates
  
2. **Board Committees**
  - a. **Governance Committee** | Committee members are Heather, Ray & Austin.
    - Heather reported that the committee met on 11/19
      1. Seeking suggestions from our partners (current board, City Hall, Metroplex, etc.) for future board members. Goal is within the next few months to identify at least 5 new board members to begin succession planning for Heather and Austin.
    - Recommend moving away from structured permanent committees in favor of ad hoc committees as needed. This puts less burden on the board and allows members more freedom to participate where and when their time and expertise allows.
      1. New Committee for Office Space will be formed ASAP
    - Recommend revisiting the mission statement of DSIC in light of leadership changes and budgetary challenges that will drive us to evaluate the services we provide.
  
  - b. **Outdoor Program** | Committee consists of Phil, Austin and Mitch & Ray
    - Maureen reported on the exit of Carney McGuire as the Director of Operations and the future of the EEM program.
    - MN is attending morning meetings as available to be present for the team, as well as speaking with outdoor crew members one on one as we plan ahead for the transition.
    - Outdoor Committee meeting will be set in the coming weeks to determine the best structure for the EEM program and leadership moving forward.
  
  - c. **Marketing Committee** | Committee consists of Michael, Bashir, Tate & Ray

- Austin recommended cataloging retail data of the downtown area and keeping stats on businesses opening/closing. MN will work with the Chamber for information relevant to our footprint, but could also be a potential intern project down the road.

d. **Finance Committee**

- Presentation of 2025 budget was done in closed session for the majority of the meeting.

*Ray Legere made a motion to adjourn the DSIC meeting. Phil Wajda seconded the motion. All in favor. Motion carried and the meeting adjourned at 1:15 p.m.*

**Downtown Special Assessment District**

Heather Peterson opened the DSAD portion of the meeting at 1:15 p.m.

*No new business*

*DSAD was adjourned at 1:16 p.m.*