

DRAFT
ALBANY CONVENTION CENTER AUTHORITY
MEETING MINUTES
CAHILL ROOM, ALBANY COUNTY OFFICE BUILDING
NOVEMBER 29, 2006 – 8:30AM

ATTENDEES: JOHN HARRIS, GEORGE LEVEILLE, BRAD ROSENSTEIN, JOSEPH PENNISI, MICHELE VENNARD

ABSENT – SUZANNE MORRIS, GAVIN DONOHUE, JACK McENENY

CALL TO ORDER AND ROLL CALL:

Meeting was called to order at 8:30 am and a roll call was taken by Chairman Leveille.

PUBLIC COMMENT PERIOD 8:30-8:35

The following is the list of speakers who made public comments at this meeting. The entire meeting is on audio tape and the public comments are available to anyone requesting to hear them.

Dominick Calsolaro – Albany Common Council

The public comment period concluded at 8:35.

APPROVAL OF PREVIOUS MEETING MINUTES:

Revised minutes from the September 22 meeting were reviewed. A motion for approval was made, seconded by Mr. Pennisi; unanimously approved. October 27 meeting minutes were reviewed. A motion for approval was made by Mr. Harris, seconded by Mr. Rosenstein; unanimously approved.

AUTHORITY BUSINESS:

a. GEIS Team update

Mr. Leveille reviewed the purpose and elements of this undertaking including the role the downtown BID will be playing in facilitating public involvement. Negotiations are in progress with the preferred team from the RFQ selection process in anticipation of an award. It will be two to three weeks before an announcement will be made.

b. Interim Executive Director update

Mr. Leveille stated within the next several weeks the selection process will be finalized and an announcement made in mid-December. It is anticipated that by February of 2007 the Interim Executive Director will be in place.

c. Outside Auditor update

Mr. Pennisi reviewed the process to date and the details of the interview that took place with various Board members. He explained some of the reasons why the committee concluded that the UHY firm's background offered the better option at the most economical cost, supported by exemplary reference checks. A motion to select UHY was made by Mr. Pennisi, seconded by Mr. Harris; unanimously approved.

d. Revised Implementation Schedule

Mr. Leveille presented the schedule and commented on what items were revised and why. The revised schedule will be posted on the website. Copies were available for the public at the meeting.

e. RFP/Q Status

Mr. Sorrentino reviewed the RFP/Q schedule details to complete the Underwriter/Financial Advisor, Market Analyst, and Bond Counsel selection processes. Upon completion, five firms/teams will have been retained since October following the procurement requirements for state agencies.

f. Legal

Hal Patrick acknowledged the request made at the last meeting for binders containing all legally required policies, by-laws, resolutions, and minutes as an easy reference tool to track the Authority's progress to date. They are in the process of being printed and assembled and will be individually delivered shortly.

OTHER BUSINESS:

Ms. Vennard alerted the board to an 11am press conference at which the City and Tech Valley Communications will be announcing a program for free wireless internet access throughout downtown. This will be an important selling point for visitors.

ADJOURN:

A motion to adjourn was made by Mr. Rosenstein, seconded by Mr. Harris; unanimously approved.

Next meeting date and time:

Thursday, December 21, 2006, 8:30AM, 112 State St