

ALBANY CONVENTION CENTER AUTHORITY
EMPIRE STATE PLAZA – ROOM 5
FEBRUARY 24, 2006 – 9:00 AM
MEETING MINUTES
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ATTENDEES: GAVIN DONOHUE, JOHN HARRIS, GEORGE LEVEILLE, HON. JOHN MCENENY, SUZANNE MORRIS, BRAD ROSENSTEIN, JOE PENNISI, LLOYD STEWART, MICHELE VENNARD

A roll call was taken by Chairperson Morris, a quorum was established. Meeting called to order at 9:01 on a motion by John McEneny, seconded by Gavin Donohue.

Suzanne Morris offered her resignation as Chairperson, motioned on by Gavin Donohue, seconded by Brad Rosenstein

AUTHORITY OFFICER NOMINATIONS:

George Leveille was nominated to be new **Chairperson** by Gavin Donohue, seconded by Joe Pennisi.

Gavin Donohue was nominated to be **Vice Chair** by Suzanne Morris and seconded by Brad Rosenstein

Joe Pennisi was nominated to be the **Treasurer** by George Leveille, seconded by Michele Vennard

Michele Vennard was nominated to be the **Secretary** by John Harris, seconded by Brad Rosenstein

MEETING DISCUSSION:

Bylaws were distributed to the authority. It was noted that there are no standing committees or membership in the bylaws. Committees will be appointed. It was noted that the bylaws should be reviewed by outside counsel. George Leveille stated that the by laws seem to be very “Chair” oriented and that he suggests that the by laws include more authority for the Authority Board itself. Leveille asked that other suggested language be forwarded to him and Secretary Vennard for final action at the next meeting.

John McEneny has requested some kind of ruling or protocols for dealing with prospective vendors, consultants and others who may have good ideas for the Convention Center, but might create the appearance of impropriety.

Brad Rosenstein asked if John Harris could share his legal expertise with the authority until counsel is in place. John advised he would be happy to oblige but only for the short term. It is absolutely necessary to have outside counsel.

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FORMATION OF SUB-COMMITTEES:

FINANCE AND OPERATIONS SUB-COMMITTEE:

George appointed John Harris **Chairperson** with Brad Rosenstein, Joe Pennisi, and himself as members.

SITE SELECTION SUB-COMMITTEE:

George appointed Michele Vennard **Chairperson** with Suzanne Morris, Jack McEneny, Lloyd Stewart, and Gavin Donahue as members. Lloyd Stewart asked Leveille to consider placing him on the Finance and Operations Sub-Committee.

In addition to the two sub-committees, George Leveille and Gavin Donahue would develop some recommendations related to certain organizational issues. This includes following up on the ALDC offer of temporary office and meeting space at 21 Lodge St. Leveille indicated that he would be developing a job description for the Interim Executive Director position.

MEETING DISCUSSION:

It was discussed that outside consultants will be needed early on. This would include construction consultants, architectural consultants, financial consultants, legal consultants and a group of hospitality professionals. Legal assistance to deal with the Public Authorities Law is crucial. According to the Public Authority Accountability Act a CFO and CEO will need to be elected.

Jack McEneny suggested an open comment period before each meeting and thought it would be helpful to everyone. Perhaps we could start with the next meeting or the one after that.

It will be difficult to hire an Exec. Director and other staff until the finances are available. \$75 million will be available as soon as the budget is passed, but until then there is nothing. It was noted that financial counsel and legal counsel will be required to manage the money and that investment guidelines will need to be drawn up.

It was requested that Michele contact the ALDC to get the original procurement from them for the sites. She was asked to research and report on what was involved in picking the original sites. We need to know minimum requirements for land etc.

The Public Authority Accountability Act requires a preliminary environmental assessment and John McEneny suggested we voluntarily provide a report on the economic impact. Also mentioned were the meetings being held by Carolyn McLaughlin and Wanda Willingham regarding the community impact the center will have.

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It was suggested that we try to get a website operational so the public has access to the names of the authority and its members and committees. Michele will approach the city regarding this as they are in the midst of revamping their website.

It was brought up that there should be some type of protocol to deal with the press. George stated that all information given to the press should be a consensus of the authority and if someone does speak to someone the authority should be told about it. Perhaps there could be one contact person.

Meeting adjourned at 9:58 on a motion by Brad Rosenstein and seconded by John Harris

**NEXT MEETING
FRIDAY MARCH 24, 2006
9:00 AM
EMPIRE STATE PLAZA MEETING ROOM 5**