

**ALBANY CONVENTION CENTER AUTHORITY
MEETING MINUTES
CAHILL ROOM, ALBANY COUNTY OFFICE BUILDING
FEBRUARY 23, 2007 – 8:30AM**

ATTENDEES: GAVIN DONOHUE, GEORGE LEVEILLE, JOSEPH PENNISI, BRAD ROSENSTEIN, MICHELE VENNARD,
LLOYD STEWART
ABSENT – JOHN HARRIS, 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 8:30-8:30

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.

There were no public comments

The public comment period concluded at 8:30.

APPROVAL OF PREVIOUS MEETING MINUTES:

The January 24, 2007 meeting minutes were reviewed. Mr. Stewart requested a revision to the Economic Inclusion Plan Update. A motion to approve as amended was offered by Mr. Donohue and seconded by Mr. Stewart; unanimously adopted.

The February 6, 2007 Special Meeting Minutes were reviewed. A motion to accept them was offered by Mr. Pennisi and seconded by Ms. Vennard; unanimously adopted.

BUSINESS REPORT:

- **Chair Report**

Mr. Leveille noted that since an Executive Director is now on board, the two Staff members will take a greater role in reporting on Authority business at the monthly meetings.

- **Treasurer Report**

Mr. Pennisi reviewed the January financials. He added that a revised budget will be presented at the April meeting to better reflect what the Authority had experienced concerning expenditures since the original budget was produced. A 2nd revision will likely be done at a later date as more experience is gained.

The Financial Advisor selection process was discussed and a recommendation to enter into a contract with Public Financial Management (PFM) was made by Mr. Pennisi. A

recommendation for an Underwriter will be made at the March meeting if interviews can be arranged. A motion to select PFM as the Financial Advisor was made by Mr. Pennisi, seconded by Mr. Stewart; unanimously adopted.

- **Authority Report**

- a. Planning & Development**

- b.** - Mr. D. Stewart directed the Board to the memo he provided and reviewed:

- i. the short term goals set for the planning team and market study firms and the coordination expected between the two.
 - ii. the revised implementation schedule
 - iii. ACCA participation in the BID workshops
 - iv. the meeting with the Greater Capital Region Minority Business Association
 - v. the status of land issues
 - vi. the Executive Assistant/Office Manager search
 - vii. procurement of new office space. A motion to adopt the MOU with the Albany Convention and Visitors Bureau for the current, temporary space was put forth by Mr. Rosenstein, seconded by Mr. Donohue; adopted by quorum with Ms. Vennard abstaining.
 - viii. the current process of disseminating information to the board. It was determined documents in excess of 10 pages would be the threshold when mailing would be preferred. Mr. D. Stewart then explained the agenda format would now be separated into “Planning and Development” and “Operations” to better reflect the role each staff member is playing.
 - ix. interaction with other “mature” Authorities to access standard contract and other document formats that would be useful to the ACCA.
 - x. the recommendation to have General Counsel seated at the Board table
 - xi. the Market Study team’s progress to date and key upcoming dates. Mr. D. Stewart then invited the members of the GEIS/Master Plan team to give an update including the need to pass a resolution to adopt a Draft Scoping Document needed for the SEQRA process. A motion was made by Mr. Rosenstein, seconded by Mr. Donohue; unanimously adopted.

- c. Operations** – Mr. Sorrentino gave a summary that included:

- i. the ACCA is now set up as a State employer and the first payroll has been issued. Other State benefits are in the process of being put in place
 - ii. a meeting will take place with state Comptroller’s office to discuss accounting and reporting requirements to ensure the day-to-day process is appropriate.
 - iii. the first external audit will be taking place during March to meet Authority Budget Office requirements.
 - iv. Research is being done to procure various used file cabinets and other office items. Cell phones and service plans will be set up soon under the Authority.
 - v. an RFQ is being prepared to secure insurance quotes for our current needs.
 - vi. the first Annual Report is in the process of being developed
 - vii. an invitation to the Board is included in their material to attend a press conference to announce the County’s newest monetary commitment to the Capital District Worker Center’s Building Skills program.

- d. Legal Report** – Mr. Hal Patrick discussed:
- i. the Authority’s Annual Meeting requirements including the election of officers and the creation of sub-committees.
 - ii. delegation of Authority - authorizing the executive Director to act on behalf of the Authority, including authorizing him to execute all documents and to otherwise carry out Authority business.
 - iii. “housekeeping” – refinement/completion of open items, including board member training, binder updates, and filing requirements.
- e. Economic Inclusion Plan Update** – No report was able to be given due to out-of-town weather related road conditions preventing the attendee’s arrival.

OTHER/NEW BUSINESS:

ADJOURN:

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

Next meeting date and time:
Friday, March 23, 2007, 8:30AM, 112 State St