

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

ATTENDEES: GAVIN DONOHUE, GEORGE LEVEILLE, JOSEPH PENNISI, BRAD ROSENSTEIN, MICHELE VENNARD, LLOYD STEWART, 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 8:30-8:36

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.

Councilman Dominick Calsolaro

The public comment period concluded at 8:36.

APPROVAL OF PREVIOUS MEETING MINUTES:

The February 23 meeting minutes were reviewed. A motion to adopt them was offered by Mr. Donohue and seconded by Mr. McEneny; unanimously adopted with Mr. Harris abstaining.

BUSINESS REPORT:

- **Chair Report**
Mr. Leveille acknowledged Mr. Calsolaro's concerns and that some of the meeting's agenda would address them.
- **Treasurer Report**
Mr. Pennisi reviewed the February financials.
- **Authority Report**
 - a. **Planning & Development**
 - Mr. D. Stewart directed the Board to the memo he provided and reviewed:
 - i. Community Input
 - 1. Attendance at BID Workshops
 - 2. Interaction with City Department of Youth and Workforce Services, Albany County pre-apprenticeship initiative, and the local chapter of the National Association of Minority Contractors

- ii. Land Acquisition update by counsel from Gilberti Stinziano Heintz & Smith
- iii. Project Labor Agreement/Operator
- iv. Community Liaison Engagement with Deborah Williams-Muhammad. After discussion, a motion to enter into an agreement was made by Mr. Rosenstein; seconded by Mr. Donohue; unanimously adopted.
- v. Community Benefits – assistance by counsel from Nixon Peabody
- vi. Market Study presentation by HVS; final program for April Board Meeting
- vii. GEIS/Master Plan update by Clough Harbour team

b. Operations – Mr. Sorrentino gave a summary that included:

- i. Office space lease
- ii. Office Manager/Executive Assistant hire.
- iii. Insurance procurement
- iv. 2006 Annual Reports
 - 1. Financial Report for Public Accountability Act compliance. A motion to approve was offered by Mr. Harris; seconded by Mr. Pennisi; unanimously adopted.
 - 2. Draft report of the Authority for multiple/longer term use will be provided for the April meeting.
- v. Proposed Board meeting dates - June through December

c. Legal Report – Mr. Hal Patrick discussed:

- i. Investment Guidelines
- ii. Binder with Index

NOTE: At this time, Mr. L. Lloyd Stewart departed the meeting and therefore was not present for additional discussions and votes.

- iii. Board Training
- iv. Delegation of Authority Resolution
 - 1. A motion was made to authorize the Executive Director to:
 - a. To execute contracts and leases approved by the Authority on behalf of the Authority
 - b. To execute contracts on behalf of the Authority in an amount not exceeding Twelve Thousand (\$12,000) Dollars for an individual contract
 - c. To be an authorized signatory on any bank accounts of the Authority
 - d. To execute all instruments necessary or convenient for the corporate purposes of the Authority
 - e. To designate one or more employees of the Authority to serve as an Assistant Secretary to the corporation with the authority to execute all instruments necessary or convenient for the corporate purposes of the Authority upon the direction of the Executive Director
 - A motion to adopt the resolution was made by Mr. McEneny; seconded by Mr. Donohue; unanimously adopted.

- A motion to designate Mr. Sorrentino as an Assistant Secretary was made by Mr. Pennisi; seconded by Ms. Vennard; unanimously adopted.
 - v. Unanimous Resolution for Election of Officers. A motion to ratify it was made by Mr. Rosenstein; seconded by Mr. Harris; unanimously adopted.
 - vi. Audit and Governance Sub-Committees
 - A motion was made to establish an Audit Committee and authorize the Chair to appoint the members by Mr. Pennisi; seconded by Mr. Harris; unanimously adopted. Mr. Leveille then asked the full Board to serve on the sub-committee and Mr. Pennisi as Chair. He recommended the Audit Committee meet either before or after the next Board meeting for convenience. Mr. Patrick advised the Board that the auditors will want to meet with the sub-committee in Executive Session to discuss the audited financials that will then need to be adopted by the full Board at the next meeting.
 - A motion to establish a Governance Committee and authorize the Chair to appoint members to it was made by Mr. Donohue; seconded by Mr. McEneny; unanimously adopted. Mr. Leveille then appointed Ms. Vennard as Chair and Messers L. Stewart and Donohue as members.
 - vii. ESDC Grant Disbursement Agreement. Mr. Patrick updated the Board on recent discussions and that a memo will go out summarizing the adjustments to the agreement needed. Mr. Patrick hopes to have the final document for approval at the next Board meeting.
- d. Economic Inclusion Plan Update** – Windell Gray gave an update on his progress and final completion dates. Mr. D. Stewart advised the Board a completed document will be ready for approval at the next meeting.

OTHER/NEW BUSINESS:

A cash flow projection and revised budget will be ready for presentation at the next meeting.

ADJOURN:

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

Next meeting date and time:
Friday, April 27, 2007, 8:30AM, 112 State St.