

DRAFT

**ALBANY CONVENTION CENTER AUTHORITY
SPECIAL MEETING MINUTES
ALBANY CONVENTION & VISITORS BUREAU
FEBRUARY 6, 2007 – 8:00AM**

ATTENDEES: GEORGE LEVEILLE, JACK McENENY, JOSEPH PENNISI, MICHELE VENNARD, GAVIN DONOHUE

ABSENT – JOHN HARRIS, SUZANNE MORRIS, BRAD ROSENSTEIN, LLOYD STEWART

CALL TO ORDER AND ROLL CALL:

Meeting was called to order at 8:03 am and a roll call was taken by Chairman Leveille.

OPERATIONAL ISSUES:

Mr. Leveille greeted all and turned the meeting over to Duncan Stewart. Mr. D. Stewart reviewed the purpose of the meeting – passage of three resolutions required for the establishment of certain employee benefits for staff. Mr. Stewart turned the meeting over to Richard Smith, Attorney for Bond, Schoeneck and King, the Authority's Labor Lawyers, who explained the resolutions.

The Chairman asked for a motion on the drafts being considered by the Members.

Mr. McEneny moved the adoption of the resolution for participation into the NY State Retirement System. The motion was seconded by Mr. Donohue and unanimously adopted.

Mr. Donohue moved the adoption of the resolution for participation into the NY State Health Insurance Program (NYSHIP). The motion was seconded by Ms. Vennard and unanimously adopted.

Mr. Pennisi moved the adoption of the resolution for participation into the NY State Deferred Compensation Plan. The motion was seconded by Mr. Donohue and unanimously adopted.

Mr. D. Stewart stated that all pricing for the plans to be implemented will be reviewed at the February 23 monthly meeting of the Authority.

OTHER/NEW BUSINESS:

Mr. D. Stewart updated the Board on the Executive Assistant/Office Manager search. Mr. McEneny, Mr. Rosenstein and Mr. Lloyd Stewart offered to help Mr. D. Stewart and Mr. Sorrentino with finding Executive Assistant/Office Manager candidates. An announcement for the position and a job description will be posted on the website 2/6. An ad for the Times Union is being finalized and will run for seven days beginning 2/7. A tentative meeting to review resumes is set for Friday, 2/16 – time and location to be determined. An effort to reach out to the Mayor and County Executive for any known candidates will take place 2/7.

Mr. D. Stewart updated the Board on office locations seen to date. Mr. McEneny suggested Broadway locations.

A discussion of revisiting the approvals for check and other document signing was commenced but not concluded.

ADJOURN:

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

Next meeting date and time:

Friday, February 23, 2007, 8:30AM, 112 State St.