

**Board of Directors Meeting**

**Rensselaer County Regional Chamber of Commerce**

**90 4th Street, Troy, New York**

**Thursday, February 16, 2023 – 8:30 AM**

**Present**: Matt Callahan, Dave Gardell, Jeff Mirel, Sarah Caciola, Theresa Van Duyne, Vito Ciccarelli, Astri Bryce, Marie Gavazzi, Kirk Ives, Sam Toews, Kerry Fagan, Jamie Magur, James Kehoe, Dylan Turek

**Absent**: Angelo Grasso, Seamus Donnelly, Kim Fredericks, Mayor Patrick Madden, Rensselaer County Chamber of Commerce

**Staff**: Olivia Clemente

## MINUTES

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|  | **Call to Order: 8:38am** |  |

* Secretary’s Report
  + Approval of December & January minutes – Motion to approve December and January minutes made first by Vito C. and seconded by Jeff M.; all others were in favor, none opposed, none abstained, the motion was passed.
* Treasurer’s Report
  + 2023 Budget – Board reviewed the proposed 2023 budget. Questions raised regarding sponsorship income and special events totals. An error in the calculations was discovered and Matt A. from Dalle confirmed and corrected the errors; a revised budget was sent out to the board. 2023 budget has an expected surplus of $17,401 and includes costs to hire a second full time staff member for communications and marketing. A motion to approve the amended 2023 budget was made first by Dylan T. and seconded by James K. All others were in favor; none opposed; none abstained. The motion was passed.
* Executive Director’s Report
  + Upcoming Events & Projects:
    - February Troy Night Out & Hot Chocolate Stroll – Troy’s first Hot Chocolate Stroll is scheduled for Friday, February 24, 2023. Olivia reports that 55 mugs have been sold for $25 each resulting in $1,375 income. Mug holders will receive their first regular hot chocolate sample for free. Regular hot chocolate tastings will be $2 each, and boozy hot chocolates will be $5. There are currently 2,700 people “interested” on FaceBook and 85 marked “going.” Ads on social media will be boosted leading up to the event.
    - Ribbon Cuttings – River Street Poke and Butterfly Plant Studio will have ribbon cuttings; dates are to be determined. No response has been received from Oh Corn Arepas.
    - Outdoor Dining update – Plans are in place; to be discussed further in the future.
    - 2023 Event Planning – Review 2023 Sponsorship Package prepared by Olivia. A 2023 Event Calendar will go out to the board.
      * Rockin’ on the River – will be back at Riverfront Park for 2023; VIP area will be created. Discussion regarding rain options (cancelling event vs. moving it indoors.) Concerns raised regarding expected work by the city at Riverfront Park planned for this summer. RFP’s will go out to beer distributors. City will provide ambulance and police for a fee.
      * Taste of Downtown – Restaurant Week has been renamed to Taste of Downtown and is scheduled for September 11-17. Will introduce dining guides, passports, and culinary courses. Hudson Valley Community College to be contacted. Request was made to coordinate the event with the County’s restaurant week.
      * Collar City Pop – A ticketed fundraising event at Riverfront Park on Friday, June 9th will be a mix of the annual dinner and Sammy awards. Local restaurants will be used to provide food samplings. Suggestion made to add an honorary committee sponsorship opportunity for $250.
      * Troy Pig Out – will be back in 2023
      * College Block Party – for RPI, Russell Sage, and HVCC, provided as a welcome to college students with food trucks and vendors. Will be held the week after RPI’s welcome fest.
      * RiverFest – Will have a $150 vendor fee; $75 for BID members.
      * Troy Night Out – events have been scheduled for the year with increased community involvement (eg. Parades, circus performers.) Suggestion was made to highlight shopping and retail at these events.
* President’s Report
  + Executive Director vote – Olivia was excused; asked to step out of the room. A motion to approve Olivia Clemente as the permanent Executive Director of the BID was made first by Dave G. and seconded by Vito C.; all others were in favor, none opposed; and none abstained. The motion was passed.
  + 2023 Board Elections – Elections will be in May and the deadline to be on the ballot is early April. A governance committee meeting will be scheduled at the end of February or in early March. There is one Class B seat open and 3 Class A seats will be up for re-election. Class C letters will to out soon.
  + Conflict of Interest Forms – Matt requests that all Conflict-of-Interest forms be signed and returned to him.
* Committee Reports
  + Beautification Committee – the beautification committee met recently with Olivia to discuss the budget; they would like 30-50 additional plant/flower hangers for around the Green Island bridge; will also need more flowers and baskets, which may be added to the 2024 budget.
  + Marketing Committee – James states that he plans to put a meeting on the calendar soon.
  + Quality of Life Committee – The next quality of life meeting is scheduled for Tuesday, February 28 at 5:00pm at the Ruck. Will discuss outdoor dining and the BID’s new Adopt-A-Block program.
* New Business
  + I Love NY Program – Vito reports that the governor is proposing a 30% cut to the budget for this program. Vito’s earmarked projects are on hold until further notice, saying the BID may get $5,000 or $7,500 instead of the initial $10,000 proposed.
* Motion to adjourn made first by Dave Gardell and seconded by James Kehoe. Meeting adjourned at 10:10am.