

**Board of Directors Meeting**

**Rensselaer County Regional Chamber of Commerce**

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

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

**Present**: Matt Callahan, Dave Gardell, Sarah Caciola, Vito Ciccarelli, Dylan Turek

**Zoom**: Jeff Mirel, Angelo Grasso, Seamus Donnelly, Astri Bryce, Kerry Fagan

**Absent**: Marie Gavazzi, Kirk Ives, Sam Toews, Theresa Van Duyne, Kim Fredericks, Mayor Patrick Madden, Norris Pearson, Jamie Magur, James Kehoe

**Staff**: Olivia Clemente

## MINUTES

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

* Secretary’s Report
  + February Minutes - Review of February minutes. There is no quorum to vote to approve the minutes; will be delayed until next month. No questions or concerns were raised regarding minutes.
* Treasurer’s Report
  + 2023 YTD – Mention was made regarding the tax assessment which hit the account earlier last year (February of 2022); appears that we’re behind this year compared to 2022 but it’s just a “timing issue” as confirmed by BID’s accountant. Losses from last year carried over to this year so our cash levels *appear* lower.
* Executive Director's Report
  + 2023 Sponsorship, Contribution, & Funding Updates – Olivia is working on sponsorships, contributions, and fund raising.
    - Fundraising - conversations are being had around the adopt-a-block program and alley updates similar to what was done in the past in Franklin Alley.
    - Sponsorships – Olivia is reaching out to local businesses and past donors and reports that pledges are already coming in for sponsorships of upcoming summer events. The sponsorship package has been posted online and an email went out with the information as well.
  + Upcoming Events & Projects - graphics for the events have been started and invitations to the Collar City Pop have been drafted and will be mailed in the coming month. All events are posted on Facebook. Troy Night Out is now themed and the March 31st theme is O ’Shenanigans. BID bought 40 loaves of Irish soda bread from The Placid Baker and O’Malley’s; free samplings will be available at local establishments that night. April’s TNO theme is beautification & climate change. Olivia reports that the Whiskey Pickle is hosting a ticketed event for $15 and has hired a climate change band to perform. Funds raised will go toward the BID’s beautification efforts, likely toward hanging baskets and/or brackets.
  + Troy BID Foundation – The BID Foundation has been dormant in recent months, and they are looking to revitalize the organization with the recent increased focus on sponsorships. BID board members are allowed and encouraged to sit on the Foundation board. A meeting will be convened soon.
* President's Report
  + 2023 Annual Meeting & Board Elections – the annual meeting and board elections are being targeted for the week of May 8th; location is currently TBD. Three class A seats are up for re-election; 1 is open. The board is looking for a commercial property owner to fill that seat (commercial property includes a residential building with 3 or more units.) 1 Class B seat is open for election. Several people have expressed interest so the Board will default to the petition process which requires 20 signatures from other Class B members. The deadline is April 7th, and the information can be found on the BID website. Notice with ballots and meeting information will be mailed in early April. Any questions can be directed to Matt or Olivia.
  + Executive Committee – the current executive committee members are interested in staying on to provide stability to Olivia in her first year as executive director. Anyone else who may be interested is welcome to contact the committee. Recommendation was made to leave the executive committee “as-is” following a year of losses in 2022.
  + Conflict of Interest Forms – some are still missing. Please sign and submit to Matt asap.
* Committee Reports
  + Quality of Life Committee – Minutes were sent out to the board yesterday. Dave reports that he is planning to walk around downtown to identify light poles that need addressing (ie. broken or overgrown by trees, etc.) Anyone can report problems with light poles to Dave G. or Chris Nolin; please include the pole numbers.
  + Beautification Committee – Olivia provided an update on the search for an electric “bobcat.” She has located 2 electric vehicles and is working to obtain quotes from both companies. The “Intimidator” is in Glenmont, can be available in May, and can hold a water tank. A Polaris is in Bennington, VT and would be available to purchase in April but shipping may be delayed. Sponsorships with logos and wraps are being looked into. Olivia reports there is a Broadview Credit Union grant available and this purchase may qualify; application deadline is April 12th.
  + Governance Committee – will convene in the near future, ahead of elections.
  + Marketing Committee – no meeting scheduled yet; Matt will follow up with James ahead of events season.

Meeting adjourned approximately 9:00am.