

# Downtown Ithaca Local Development Corporation

**Ithaca Downtown Local Development Corporation  
Board of Directors Meeting  
August 17, 2021, at 10:00am**

**Agenda**

**I. Call to order – 10:05am**

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**II. Establishment of bank accounts and designation of check signing authority**

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**Discussion:**

- a. Gary met with Tompkins Trust Company, Deb Hoover, and has the information to open the account, needs a resolution from the board to authorize to open the account and designate signatories. No monthly fees.
- b. Current Officers per resolutions dated 7/17/2020:
  - i. Gary Ferguson: Secretary, interim executive director
  - ii. Tom Knipe: VP and treasurer
  - iii. Jennifer Tavares: President

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**Resolution: Motion by Gary and seconded by Cathy to**

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Open an account at Tompkins Trust Company with the requirement of two signatures for transactions of \$5,000 and over, with Jennifer Tavares, Teri Tarshus, Gary Ferguson, and Tom Knipe to serve as signatories.

VOTE: APPROVED

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**III. Bylaw Modifications** **DISCUSSION ONLY, VOTE MOVED TO NEXT MEETING**

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**Discussion:**

- a. Public Notice requirement
  - i. As per Section 4B
  - ii. 72 hours before meeting
  - iii. Option: Ithaca Journal
- b. Article XIV:
  - i. Incorporate into by laws: adopt at next meeting
- c. Amendment No. 1
- d. Expanding the Board size
  - i. Do we want to add community membership? What would that be, how many?
    1. Nominating Committee proposed by Peggy. Possibly (3) person committee.
    2. Do we want an application for interested people?
    3. Create role descriptions for LDC Board members.
    4. "Community at Large Members" with qualifying criteria? - Teri
    5. Cathy: hold on adding community members until waiting for construction to get further along
    6. Timeline: develop a process by end of 2021, bring on in 2022
  - ii. Clarify who is other City board member

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<b>IV. Establishing regular board meeting schedule/frequency</b>	<b>DISCUSSION</b>
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**Discussion:**

- a. 3<sup>rd</sup> Tuesday of the month at 10am

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<b>V. LDC Accounting contract</b>
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Motion by Jennifer and seconded by Teri that the DIA provide accounting and bookkeeping services for a reasonable fee to be determined, until the LDC contracts with an outside contractor. Motion passed with Gary abstaining.

Gary to review and provide proposal.

- i. Long term - Need to develop long term process. Hold pending new staff member engaged for the LDC.
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<b>VI. ASM Contract</b>	<b>DISCUSSION, HOLD FOR VOTE AT NEXT MEETING</b>
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**Discussion:**

- a. Carrie will work w. ASM attorney to finalize language to match the ESD jobs reporting criteria. Carrie circulated the IP to ASM. ASM will provide revised employment estimates to the LDC. Expect final draft for September / October board meeting.

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<b>VII. BW Architectural Addendum for Additional Services No. 1</b>	<b>VOTE</b>
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**Resolution**

Motion by Gary and seconded by Cathy to accept BW Architectural Addendum contract for \$51,825 not to exceed basis. Motion passes.

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<b>VIII. Role Descriptions</b>	<b>DISCUSSION</b>
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- a. Executive Director
- b. Bookkeeper

**Discussion:**

- c. bring on half time ex. Director, contract w. a booking firm. – Gary
- d. Peggy: review with Albany Cap Center for similar job description

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<b>IX. Branding update</b>	<b>DISCUSSION</b>
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- a. Logo is completed
- b. No updates on website
- c. Save the date for ribbon cutting ceremony on 9/24/21 at 12 noon

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<b>X. Other</b>
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- a. Conflict of interest forms: submit
- b. 9/24/2021 at noon: Groundbreaking ceremony – add hold to calendars
  - i. Jennifer is going to notify ESD team and cc. Bruce
  - ii. What other VIP should be invited to this event?
    - 1. Peggy will create Google Doc and circulate to the LDC
  - iii. Give aways for the event – branded hard hats with Conf center and ILNY
  - iv. Schedule coordination meeting w. Vecino, Cathy & Peggy – Sara
    - 1. Agenda

## **Downtown Ithaca** Local Development Corporation

2. Refreshments – provided and coordinated by 4 hotel partners
3. Invite list - all
- v. Hard hats with Logos? Peggy to review I LOVE NY options
- vi. Partner banners? Chamber foundation, ESD, LDC, City, County?

**XI. Meeting Adjourned -11:00am**