

# Downtown Ithaca Local Development Corporation



## BOARD OF DIRECTORS MEETING

Tuesday, May 17, 2022, 10:00 – 11:30 a.m.

Via Zoom

## MINUTES

Board Member	Organization	Present
Jennifer Tavares	Tompkins Chamber of Commerce	Yes
Gary Ferguson	Downtown Ithaca Alliance	Yes
Tom Knipe	City of Ithaca	Yes (depart 11:10)
Peggy Coleman	Ithaca Tompkins County CVB	Yes
Cathy Hart	Ithaca Marriott Downtown	Yes
Teri Tarshus	Baywood Hotels	Yes
Kelli Cartmill	Hilton Garden Inn	Yes (depart 11:10)
Greg Conard	Hotel Ithaca	Yes (depart 11:00)
Nick Helmholdt	Tompkins County	Yes
<b>Guests:</b>		
Suzanne Smith Jablonski	Downtown Ithaca Local Development Corporation	Yes
Sara Hayes	Hayes Strategy	Yes
Lisa Conarton	Ithaca Tompkins County CVB	Yes

### CALL TO ORDER

Jennifer Tavares called the meeting to order at 10:05am.

### INTRODUCTIONS FOR SUZANNE SMITH JABLONSKI

New Executive Director began on May 2. Administrative setup, budget orientation and meetings with key stakeholders were mentioned as priorities.

### LDC/DIA MOU

A document outlining the administrative, bookkeeping and employment agreement between the LDC and the Downtown Ithaca Alliance is warranted; goal is to have by June.

### COUNTY MORTGAGE RECORDING TAX UPDATE

G. Ferguson reported a draft document regarding the mortgage tax agreement is in progress.

## **ZIPPIN SERVICE AGREEMENT**

S. Hayes has a draft agreement; will circulate. Two signatures will be required: signatories TBD.

## **MARKETING UPDATES**

P. Coleman and L. Conarton provided updates on sponsorships, website, and upcoming tradeshow.

## **UPDATES FROM SARA HAYES**

### **AV & Digital Signage Procurement**

S. Hayes presented on the procurement process for sound and paging for the whole center; digital signage; and boardroom A/V, undertaken by a subcommittee comprising G. Ferguson, S. Hayes, N. Helmholdt, and Mohnie Mangat from ASM Global. Five companies were solicited; three proposals were received. S. Hayes presented the subcommittee's rationale for their recommendation to proceed AV Corp.

**VOTE:** P. Coleman moved, T. Knipe seconded a motion to contract with AV Corp. Approved unanimously.

### **Project Schedule/Abatement**

No update; should have once piles start going in (2-3 weeks).

### **Retail Space Design**

Vecino's architect and interior designer worked to revise design based on exterior entrance into the patio, redesigned back-of-house storage, and Zippin needs. S. Hayes notes we hope to have the final design by the June # meeting. S. Smith Jablonski to join the Retail Space committee.

### **Kitchen Electrification**

Vecino working with Taitem Engineering on an addendum, accounting for electric hot water and electric ventilation. The board discussed plans for publicity and recognition for the HUD grant sponsored by Sen. Chuck Schumer.

### **Interior/Exterior Signage**

No report

## **TC3 GRANT/HOSPITALITY WORKFORCE DEVELOPMENT NEEDS**

The group discussed how to participate with community-based efforts for hospitality workforce development, to fill the pipeline in the next 2-3 years. ASM Global should have a role in this effort.

## **NEW BUSINESS**

The board discussed the need to communicate up-to-date budget information to representatives at the NYS Homes and Community Renewal.

J. Tavares conveyed a proposed change to the meeting schedule to allow for a monthly meeting of the Executive Committee with the Executive Director.

**VOTE:** P. Coleman moved and T. Tarshus seconded a motion to adjourn; approved unanimously.

Meeting adjourned at 11:33 a.m.