

Downtown Ithaca Local Development Corporation



**BOARD OF DIRECTORS MEETING
TUESDAY, SEPTEMBER 20, 2022, 10:00 a.m.
VIA ZOOM**

MINUTES

Board Member	Organization	Present
Jennifer Tavares	Tompkins Chamber of Commerce	Yes
Gary Ferguson	Downtown Ithaca Alliance	No
Tom Knipe	City of Ithaca	No
Peggy Coleman	Ithaca Tompkins County CVB	Yes
Cathy Hart	Ithaca Marriott Downtown	No
Teri Tarshus	Baywood Hotels	Yes
Kelli Cartmill	Hilton Garden Inn	Yes
Greg Conard	Hotel Ithaca	No
Nick Helmholdt	Tompkins County	Yes
Guests:		
Suzanne Smith Jablonski	Downtown Ithaca LDC	Yes
Sara Hayes	Hayes Strategy	Yes
Lisa Conarton	Ithaca Tompkins County CVB	Yes (til 11:00 a.m.)

CALL TO ORDER

J. Tavares called the meeting to order at 10:05 a.m.

VOTING ITEMS

MOTION: Approve 08/16/2022 Board of Directors Meeting minutes

T. Tarshus moved and N. Helmholdt seconded. Approved unanimously.

MOTION: Approve Administrative Services Agreement with the Downtown Ithaca Alliance

N. Helmholdt moved and P. Coleman seconded. Approved unanimously.

MOTION: Accept LDC Financial Statement ending 07/31/2022

K. Cartmill moved and T. Tarshus seconded. Approved unanimously.

MOTION: Accept Executive Committee vote on Infor (event software) contract 09/06/2022

J. Tavares moved and K. Cartmill seconded to sanction the committee's approval. Approved unanimously.

MOTION FROM THE FLOOR: The Executive Director is authorized to execute contracts to carry out the budgeted, agreed-upon workplan. Contracts for activities not in the workplan, and contracts in excess of \$5,000 should be brought forth for LDC board review.
N. Helmholdt moved and T. Tarshus seconded. Approved unanimously.

Additional discussion followed to develop guidance for LDC review processes.

MOTION: Vote to approve Pricing Model presented from Imagine Ithaca group
Motion tabled

NEW BUSINESS

Tompkins County Community Recovery Fund

J. Tavares reported highlights on nonprofits' eligibility: capital projects can be submitted, and there will be an emphasis on aiding recovery from pandemic impacts, an example of which could be cost escalations for construction.

OLD BUSINESS

HUD EDI Grant, related: AV Corp down payment

S. Smith Jablonski reported it was determined the down payment for the AV Corp. contract could be sent prior to execution of the grant agreement. This will keep us on schedule for procurement and installation. The HUD EDI grant team is working on the narrative, budget, environmental review, and administration to provide in draft for review to the program officer.

Leads and Bookings

P. Coleman reported the promising news of a group who are very excited to book a conference.

Mortgage Recording Tax Update

J. Tavares reported Tompkins County is statutorily required to allocate revenue received through the mortgage recording tax into mass transportation, and 85% of mortgage tax revenue received goes directly to TCAT.

UPDATES & REPORTS

Marketing Updates

L. Conarton reported plans for two conferences in October: Small Market Meetings (KS), and Destinations East (Albany). The website/splash page is getting set up for Google Analytics. Director of Sales meetings are focused on 2023 marketing efforts, including a potential event in NYC, potentially in collaboration with the airport.

Capital Project Update

S. Hayes noted that six months after steel is erected, we can draw down the first payment from the Empire State Development grant. She reported on discussions regarding renderings, noting that the LDC would need to pay for enhanced versions.

She reported on the August 30 meeting on project updates with Bruce Adib-Yazdi from Vecino. At this time, based on weekly meetings with construction team, the conference center is planned for substantial completion in late September/early October 2023 and the Residential Tower will be completed in January 2024 with a late January move-in. NYSERDA credits still to be determined.

Executive Director's Report

No report

Executive & Finance Committees Report

No report

The meeting adjourned at 11:31 a.m.