

Downtown Ithaca Local Development Corporation



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

MINUTES

Board Member	Organization	Present
Jennifer Tavares	Tompkins Chamber of Commerce	Yes (departed 10:45 a.m.)
Gary Ferguson	Downtown Ithaca Alliance	Yes (departed 11:00 a.m.)
Tom Knipe	City of Ithaca	Yes
Peggy Coleman	Ithaca Tompkins County CVB	No
Cathy Hart	Ithaca Marriott Downtown	Yes
Teri Tarshus	Baywood Hotels	Yes (departed 11:00 a.m.)
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
Kurt Behrenfeld	CNY Accounting & Tax Pros	Yes
Bella Glidden	CVB Intern	Yes

WELCOME/CALL TO ORDER

J. Tavares called the meeting to order at 10:03 a.m.

VOTES

MOTION: Accept and approve 2021 audited financial statement
G. Ferguson moved and C. Hart seconded. Approved unanimously.

MOTION: Approve 11/25/2022 Board of Directors Meeting minutes
T. Tarshus moved and K. Cartmill seconded. Approved unanimously.

MOTION: Accept November 2021 financials
C. Hart moved and T. Tarshus seconded. Approved unanimously.

DISCUSSION

Audit, 990 and Financial

Form 990 will be circulated to the board.

Welcome to CVB Intern

L. Conarton welcomed guest, Bella Glidden, a recent Ithaca College graduate with whom she will be working, and board members introduced themselves to her.

At 10:45 a.m., Jennifer Tavares departed, and Vice President Tom Knipe commenced presiding over the meeting.

Capital Project

S. Hayes presented the interior design boards resulting from two years' work in tandem with Cini Little (architect), ASM Global and Vecino representatives. LDC board members provided feedback for tweaks to the

S. Hayes presented an updated capital project budget projection following receipt of updated costs associated with recent change orders; additional FFE needs identified by ASM; and preliminary kitchen equipment costs. Contingency is roughly \$530,000. S. Hayes anticipates drawing down that amount for upcoming operator budget changes and as the AV infrastructure planning continues.

Hard costs decreased

S. Hayes reminded of the ESD fee of \$50,000 (which is a withholding from the granted amount, not an actual payment due). LDC will need to verify with Vecino how we will account for this carried amount.

HUD EDI Grant

T. Knipe reported that he had received no response from the program officer regarding the draft. Therefore, the next step will be to submit the application as-is. Until we have a contract in place and have completed the environmental review, we cannot take any choice-limiting action or we put our federal funding at risk. S. Hayes noted that kitchen bids will only be good for 30 days, so if we cannot go to contract the vendor would reserve the right to reprice before going to contract; in addition, the industry is experiencing 12-month lead times on some items. Therefore, an extended delay in executing the HUD agreement might delay kitchen installation.

ASM General Manager Search

S. Smith Jablonski thanked L. Conarton for identifying additional job-listing resources and working with ASM's recruiter to share the position listing more widely.

MEETING ADJOURNED

The meeting was adjourned at 11:08 a.m.