

**DOWNTOWN ITHACA LOCAL DEVELOPMENT CORPORATION
 BOARD OF DIRECTORS MEETING
 MONDAY, AUGUST 14, 2023, 2:00 – 3:30 p.m.
 CANOPY BY HILTON ITHACA DOWNTOWN, 324 E. State St, Ithaca, NY**

MINUTES

Board Member	Organization	Present
Jennifer Tavares	Tompkins Chamber of Commerce	Yes
Nan Rohrer	Downtown Ithaca Alliance	Yes
Tom Knipe	City of Ithaca	Yes
Peggy Coleman	Ithaca Tompkins County CVB	Yes
Cathy Hart	Ithaca Marriott Downtown	No
Teri Tarshus	Baywood Hotels	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
Ella Skinner	Downtown Ithaca LDC intern	Yes

WELCOME/CALL TO ORDER

President J. Tavares called the meeting to order at 2:08 p.m. in the Canopy by Hilton conference room.

VOTES

July 10, 2023 Meeting Minutes

T. Knipe moved and P. Coleman seconded a motion to approve the minutes of the July 10, 2023 board meeting. Approved unanimously.

UPDATES AND DISCUSSION

Executive Director’s Report

S. Smith Jablonski reported on behalf of ASM Global that an Executive Chef has been hired and will begin work in the coming week. Sample menus with pricing are nearly complete. The hiring process for a Director of Sales and other management positions at the IDCC is underway. Infor SCS, the software to be used for all booking information, is not yet set up for producing contracts for signature; the issues are being addressed.

Capital Updates: Sara Hayes

S. Hayes, this project’s manager from Hayes Strategy, debriefed the Board about current construction projects happening at the site of the IDCC and provided an up-to-date timeline of the completion of construction. The current project timeline for the coming months is as follows:

September/October: drywall, painting and advanced construction techniques will be completed
October/November: interior finishes will be completed
December/January: furniture, fixtures and equipment will be installed throughout the building
February/March: IDCC grand opening, tentative opening date in March 2024

ASM Global is working on naming and establishing operations of the retail kiosk that will be located in the IDCC. Some Board members expressed concern about delays in the marketing of this space, and there were questions regarding whether the retail space could open before March. In response, S. Hayes indicated that the answer was likely no; the retail space will open with the rest of the IDCC.

S. Hayes continued her presentation with photos of current construction and procurement updates. She also provided the Board with an update regarding the grants that are helping fund the project. The Empire State Development, HUD, and GDA grants are being utilized. Additionally, S. Hayes presented an updated budget for the overall project.

Exterior signage for the IDCC was discussed, and S. Hayes presented the Board with feedback that she received from the signage subcommittee regarding the options. At this time, the most popular option is in the top left front corner of the new building. S. Hayes recommended that the LDC choose their favorite option soon.

COMMITTEE REPORTS

Finance Committee

This committee has been working to refine the LDC's 2023 and 2024 budgets. S. Smith Jablonski and T. Knipe presented their recent work on both budgets. The project is currently 17% over budget for the current year. The committee was hoping to get the Board's vote to accept updates to the budgets, however, additional meetings to discuss the budgets are needed for Board members to be prepared enough to vote on this topic. The Board confirmed a new meeting time to address this issue. The new deadline to submit a 2024 budget is on the first of September.

T. Tarshus moved and P. Coleman seconded the motion to accept the Tompkins Bank line of credit offer. Approved unanimously.

Marketing Committee

There will be a Topping Off event at the IDCC on August 30, 2023. A list of invitees is being curated and invitations for the event will be sent out in the coming week.

MEETING ADJOURNED

This meeting was adjourned at 3:33 p.m. by T. Knipe. The next Board of Directors meeting will be held on September 11, 2023.