

**DOWNTOWN ITHACA LOCAL DEVELOPMENT CORPORATION
 BOARD OF DIRECTORS MEETING
 MONDAY, SEPTEMBER 11, 2023, 2:00 – 3:30 p.m.
 CANOPY BY HILTON ITHACA DOWNTOWN, 324 E. State St, Ithaca, NY**

MINUTES

Board Member	Organization	Present
Peggy Coleman	Ithaca Tompkins County CVB	No
Greg Conard	Hotel Ithaca	No
Cathy Hart, Secretary	Ithaca Marriott Downtown	Yes
Nick Helmholdt	Tompkins County	Yes
Zachary Jones	Hilton Garden Inn	Yes
Tom Knipe, Treasurer	City of Ithaca	Yes
Nan Rohrer	Downtown Ithaca Alliance	No
Teri Tarshus, Vice President	Baywood Hotels	Yes
Jennifer Tavares, President	Tompkins Chamber of Commerce	Yes
Guests:		
Lisa Conarton	Ithaca Tompkins County CVB	No
Sara Hayes	Hayes Strategy	Yes
Jason Humphrey	IDCC/ASM Global	Yes
Suzanne Smith Jablonski	Downtown Ithaca LDC	Yes

WELCOME/CALL TO ORDER

President J. Tavares called the meeting to order at 2:00 p.m.

VOTES

August 14, 2023 Meeting Minutes

T. Tarshus moved and T. Knipe seconded a motion to approve the minutes of the August 14, 2023 board meeting with the amendment of marking Zachary Jones as an attendee. Approved unanimously.

UPDATES AND DISCUSSION

STAFF REPORTS

IDCC General Manager’s Report

J. Humphrey reported that Kyle Kirkland started this day as Operations Manager. Positions currently posted are Catering Sales Manager and Accounting/HR representative. J. Tavares inquired where we could find the postings to share if interested; J. Humphrey replied that sites include Indeed.com, LinkedIn; and ASM Global’s website.

The website is being built in SimpleView. LDC board will be invited to provide feedback. Target date for completion is October 2023.

J. Humphrey will be attending Small Market Meetings with 4-5 other ASM properties' representatives; he thanked Lisa Conarton for helping develop the strategy for participation.

Sample catering menus are nearly complete: all items have been chosen; pricing is anticipated to be done by the end of the week; and design is slated for early October. J. Humphrey will send them to LDC board when ready.

Director of Sales Taryn Mullenix has had several meetings at Cornell and has begun the procurement/shared business process to get set up as a vendor.

The issues with the Infor system have been resolved; contracts can now be produced.

Bank accounts and the credit card merchant account are being set up. The LDC encouraged the establishment of one local account to have the ability to connect directly with staff and in-person as needed.

S. Smith Jablonski asked about plans for forthcoming frontline staff workforce recruitment. J. Humphrey noted he had been in conversation with Challenge, Express Employment, and Tompkins County Workforce Director, who connected to TC3 and T-S-T BOCES. Teachers, Ithaca Youth Bureau Youth Employment Service (YES) program participants, and Asteri residents are also potential part-time employees. C. Hart shared that PeopleReady based in Elmira has a specific shared resource pool for hospitality workers.

LDC Executive Director's Report

S. Smith Jablonski referred the board to her written report included in the meeting packet.

COMMITTEE REPORTS

Building Committee

S. Hayes reported on the construction schedule. J. Humphrey asked about receiving office furniture in mid-December; S. Hayes could not confirm, as we do not know when the Temporary Certificate of Occupancy (TCO) will be issued. She indicated that after October, we should have more flexibility for tours. C. Hart queried when the apartment leases will start; S. Hayes replied that developers sometimes get their TCO by floor but it is unknown if that will occur for the Asteri project.

S. Hayes provided a budget update, noting actual costs/figures where available. She reported that the first change order between the LDC and Vecino, retroactive to capture design change impacts, had been executed.

J. Tavares asked for an update on water intrusion impact. The commissioning agent will inspect the ductwork.

Finance & Executive Committee

President J. Tavares presented a Nominating Committee membership slate of Cathy Hart, Nan Rohrer, and Tom Knipe. J. Tavares moved and T. Tarshus seconded the motion. Approved unanimously. The voted-upon members will be joined by the LDC board president and LDC executive director, serving ex-officio.

Policy Committee

Bylaws

J. Tavares moved and C. Hart seconded a motion to approve the amended bylaws. Approved unanimously.

Board of Directors Policy

On behalf of the Policy Committee, N. Helmholdt presented a board of directors policy. T. Knipe offered a friendly amendment **to add a reference to the funding agreement between the City of Ithaca and Tompkins County**. J. Tavares moved and T. Knipe seconded a motion to approve the amended policy. Approved unanimously.

C. Hart asked about the nominating process; the committee will recommend based on the applicants. Suggestions of channels to use for publicizing the board positions included the DIA newsletter, the Chamber newsletter, the Human Services Coalition listserv and the Diversity Consortium of Tompkins County listserv.

MEETING ADJOURNED

C. Hart moved and N. Helmholdt seconded a motion to adjourn. Approved unanimously.

The next meeting will be held on Friday, October 20 at 9:00 a.m.