

DOWNTOWN ITHACA LOCAL DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
Friday, October 20, 2023, 9:00 – 10:30 A.M.
Downtown Ithaca Alliance, 171 E. State St, Ithaca, NY

MINUTES

Board Member	Organization	Present
Peggy Coleman	Ithaca Tompkins County CVB	Yes
Greg Conard	Hotel Ithaca	Yes
Cathy Hart, Secretary	Ithaca Marriott Downtown	Yes
Nick Helmholdt	Tompkins County	Yes
Zachary Jones	Hilton Garden Inn	Yes
Tom Knipe, Treasurer	City of Ithaca	No
Nan Rohrer	Downtown Ithaca Alliance	Yes
Teri Tarshus, Vice President	Baywood Hotels	Yes
Jennifer Tavares, President	Tompkins Chamber of Commerce	Yes
Guests:		
Lisa Conarton	Ithaca Tompkins County CVB	Yes
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 9:00 a.m.

SEPTEMBER 11, 2023 MINUTES

G. Conard moved and C. Hart seconded a motion to approve the minutes of September 11, 2023. The minutes will be presented with an amendment for reapproval at the next board meeting.

AUDIT PRESENTATION

Kurt Behrenfeld, independent certified public accountant, presented the draft audit report. Comments regarding the inclusion of the LDC’s upcoming lease obligation, and a revision of the statement of functional expenses, were received by the auditor and audit committee.

STAFF/PROJECT MANAGER REPORTS

IDCC General Manager

J. Humphrey presented a report on sales efforts, noting tentative pending contracts and remarking on the impact of being able to show meeting planners the space. He and director of sales Taryn Mullenix are speaking with media agencies about advertising, marketing and public relations services. MPI Upstate NY chapter’s “Fall Focus” education conference will take place in Ithaca November 13-14, offering an opportunity to tour the conference center.

Director of operations Kyle Kirkland has been walking the space frequently to note operational needs and minor facility improvements. There has been a staffing change at ASM Global in the Vice President of Culinary position; J. Humphrey and team are working with the new VP on the small wares lists. Catering menus are complete and can be shared with the group. Two positions are posted: accounting/HR and catering sales manager. News is likely forthcoming confirming the purchase of ASM Global by Legends Hospitality.

Capital Project

S. Hayes presented her monthly report, with progress photos. The installation of the kitchen hoods is a major upcoming activity. The rest of the kitchen equipment is slated for arrival in December and January. Office furniture and prefunction furniture design and selection is in process. Exterior signage contractor is working on finalizing the quotes for the exterior signs that have been approved.

ASM Global team is working with CGM on the retail space branding, including signage and store name, as the naming survey sent to the LDC board did not yield any top contenders. The group discussed possible operating hours for the retail store.

S. Hayes provided an updated budget projection and reviewed the change order process and change order document recently developed with Vecino.

A meeting is scheduled for October 23, 2023 with Vecino to discuss the opening date schedule.

LDC Executive Director

S. Smith Jablonski directed board members to her progress summary in the board packet, noting in particular a recent cover article in Tompkins Weekly.

COMMITTEE REPORTS**Finance & Executive Committee**

N. Rohrer moved and P. Coleman seconded a motion to approve a resolution authorizing President J. Tavares and Executive Director S. Smith Jablonski to take required actions for a line of credit with Tompkins Financial. Approved unanimously.

No additional committee reports were presented.

The meeting adjourned at 10:34 a.m.