

DOWNTOWN ITHACA LOCAL DEVELOPMENT CORPORATION

BOARD OF DIRECTORS MEETING

Monday, November 20, 2023, 2:00 – 3:00 P.M.

Downtown Ithaca Alliance, 171 E. State St, Ithaca, NY

MINUTES

Board Member	Organization	Present
Peggy Coleman	Ithaca Tompkins County CVB	No
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	Yes
Nan Rohrer	Downtown Ithaca Alliance	No (attended as remote guest)
Teri Tarshus, Vice President	Baywood Hotels	Yes
Jennifer Tavares, President	Tompkins Chamber of Commerce	Yes
Guests		
Lisa Conarton	Ithaca Tompkins County CVB	Yes (remote)
Sara Hayes	Hayes Strategy	Yes (remote)
Jason Humphrey	IDCC/ASM Global	Yes
Suzanne Smith Jablonski	Downtown Ithaca LDC	Yes

WELCOME/CALL TO ORDER

MINUTES

C. Hart moved and G. Conard seconded a motion to approve the amended September 11, 2023 minutes. Approved unanimously.

T. Knipe moved and T. Tarshus seconded a motion to approve the October 20, 2023 minutes. Approved unanimously.

STAFF/PROJECT MANAGER REPORTS

Capital Project

S. Hayes provided an update on the construction budget and schedule. Punch-out is tentatively scheduled for January 2024. The temporary certificate of occupancy and certificate of occupancy target dates for furniture deliveries, staff move-in and operating events are still under consideration. Furniture, fixtures and equipment installation kitchen equipment is scheduled for November-December, and ballroom tables, chairs and stage are set for delivery to offsite storage in December. Design is in progress for office and pre-function furniture and exterior signage, and the audio-visual system is slated for installation in February 2024.

IDCC General Manager

J. Humphrey provided information about five events in the queue for May and June, as we await more information about the opening schedule. In particular, the group discussed scenarios for an event that a local client seeks to hold for 400 people in early June. He noted that he is in the process of hiring for a Senior Accounting Manager/HR Designee. J. Humphrey and his team are working with TriMark on small wares ordering.

LDC Executive Director

S. Smith Jablonski presented a draft 2024 board calendar, set of board committees, and additional key dates. The board agreed to maintain a monthly board calendar for the preopening period. S. Smith Jablonski reported that we are awaiting a reply from the new program officer for the HUD grant for our executed agreement.

COMMITTEE REPORTS

Building Committee

An RFP for consulting and design for interior donor and sponsor signage, interior wayfinding, retail branding, and artwork has been issued to two area firms.

Finance & Executive Committee

G. Conard moved and C. Hart seconded a motion to accept the 2022 audited financial statement. Approved unanimously.

T. Tarshus moved and Z. Jones seconded a motion to approve the 990. Approved unanimously.

J. Tavares reported a discrepancy observed in the hotel agreement documents regarding the operating reserve expectations. The committee will address and report back.

Policy Committee

A proposal for bylaws revisions will be put forth at the December board meeting.

Marketing Committee

J. Humphrey, L. Conarton and S. Smith Jablonski provided updates on recent sales and marketing activities, including the recent Meeting Planners International (MPI) Upstate NY chapter's "Fall Focus" event.

Nominating Committee

J. Tavares reported the committee is developing the slate of officers and directors for 2024 and asked for expressions of interest in serving as an officer from current members.

Sponsorship Committee

J. Tavares reported we will be seeking a consultant to drive the naming sponsorship campaign.

OLD BUSINESS

None

NEW BUSINESS

Room Tax Law

T. Knipe noted that the room tax legislation through which the project is funded, first adopted in 2021, needs to be reauthorized. The law will be considered by the City Administration Committee on November 29 and by Common Council on December 6.

C. Hart moved and T. Tarshus seconded a motion to adjourn. Approved unanimously.