

DOWNTOWN ITHACA LOCAL DEVELOPMENT CORPORATION

BOARD OF DIRECTORS MEETING

Monday, February 12, 2024, 2:00 – 3:30 P.M.

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

MINUTES

Board Member	Organization	Present
Kelli Cartmill	Canopy by Hilton	Yes
Peggy Coleman	Ithaca Tompkins County CVB	Yes
Greg Conard	Hotel Ithaca	Yes
Cathy Hart	Ithaca Marriott Downtown	Yes
Nick Helmholdt	Tompkins County	Yes
Zachary Jones	Hilton Garden Inn	Yes
Tom Knipe	City of Ithaca	Yes
Carolyn Lee	At-large member	No
Ron Poole	At-large member	Yes
Nan Rohrer	Downtown Ithaca Alliance	No
Jennifer Tavares	Tompkins Chamber of Commerce	Yes
Guests		
Sara Hayes	IDCC Project Manager	Yes (by Zoom)
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 2:10 p.m. Introductions were made to welcome new board member Ron Poole.

MINUTES

C. Hart moved and G. Conard seconded a motion to approve the January 8, 2024 minutes. Approved unanimously.

COMMITTEE REPORTS

Policy Committee

N. Helmholdt reported the bylaws are under review and the list of needed policies is under development.

Sponsorship Committee

The Sponsorship Committee will have its first meeting following this board meeting.

Building Committee

S. Smith Jablonski reported the branding and design work is underway and previewed the

topics to be discussed at upcoming meetings, in addition to construction progress-related topics, such as the condominium association, safety and security, and maintenance. The upcoming committee meeting on Feb 20 may need to be cancelled or rescheduled due to availability.

STAFF/PROJECT MANAGER REPORTS

IDCC General Manager

J. Humphrey presented an overview of the event categories tracked in the Infor system: Definite; Tentative; Proposed; Inquiry and New. He will send a summary report to the board following the meeting. Discussion followed to learn more about the needs of meeting planners, to consider how to book events.

We are waiting on actions and responses from ASM and Zippin regarding next steps for the retail space fit-out and preparations.

Discussion took place regarding a grand opening event. The date needs to be set as soon as possible to ensure attendance by key stakeholders. The group discussed the need to connect with Vecino about their plans for a ribbon-cutting or similar event. The LDC's goal would be to use the grand opening event as a means of generating excitement and word-of-mouth for the center as a venue. We can begin to develop the invitation lists while the details are determined.

The group discussed the need for clarification and current information about the occupancy schedule and when events can be held.

IDCC Project Manager

S. Hayes presented an update on construction progress. Progress photos show that carpet, lighting and boardroom finishes are installed. The stair railings should be installed in the next couple of weeks. The majority of the large kitchen equipment has been installed or set in place; installation and hookups will be happening over the next three weeks. S. Hayes reviewed plans for installations and deliveries in March through May.

The first reimbursement from NYS Empire State Development should be forthcoming soon, and the threshold for the second reimbursement has been met, with the package in process. The US HUD grant process is moving forward, with a new program manager having been assigned temporarily to the grant.

The group discussed cash flow needs, with S. Hayes projecting that the bond funds will be expended this quarter; she will provide a cash flow update. Members posed questions related to use of other sources of funds, which include the HUD grant, line of credit, and designated funds previously received and held by the LDC.

The group discussed the status of the retail space technology, Zippin. ASM corporate team are

having a conversation on February 13 to assess options for moving forward. J. Humphrey and his team have identified shortcomings to the system and have had issues with getting responses from the company. Preparations in the space can continue while the determination about Zippin is made. For the coffee station, the goal is to install water and power lines in the retail system that would be compatible with most equipment. The shelving units can be fabricated for compatibility with Zippin or other technology.

LDC Executive Director

S. Smith Jablonski highlighted progress on open items and noted upcoming tasks and activities. The enhancements to the accounting system and financial statements are still pending from the bookkeeper. S. Smith Jablonski reminded members to respond to requests from her assistant for a completed conflict of interest disclosure and biographical information for the website. S. Smith Jablonski previewed the budget development process which begins in April. The new board member orientation is scheduled for late February.

ADJOURN

G. Conard moved and P. Coleman seconded a motion to adjourn. Approved unanimously.