

Downtown Ithaca Local Development Corporation

BOARD OF DIRECTORS MEETING
TUESDAY, JANUARY 17, 2023, 10:00 a.m.
VIA ZOOM



MINUTES

| Board Member | Organization | Present |
|-------------------------|------------------------------|---------|
| Jennifer Tavares | Tompkins Chamber of Commerce | Yes |
| Gary Ferguson | Downtown Ithaca Alliance | No |
| Tom Knipe | City of Ithaca | Yes |
| Peggy Coleman | Ithaca Tompkins County CVB | Yes |
| Cathy Hart | Ithaca Marriott Downtown | Yes |
| Teri Tarshus | Baywood Hotels | Yes |
| Kelli Cartmill | Hilton Garden Inn | Yes |
| Greg Conard | Hotel Ithaca | Yes |
| 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 |
| Bella Glidden | CVB Intern | Yes |

WELCOME/CALL TO ORDER

VOTING ITEMS

2023 LDC Board of Directors

K. Cartmill moved and N. Helmholdt seconded a motion to approve the 2023 officers, directors, and committees:

2023 Officers and Directors: Jennifer Tavares, President; Teri Tarshus, Vice President; Gary Ferguson, Secretary; Tom Knipe, Treasurer; Kelli Cartmill; Peggy Coleman; Greg Conard; Cathy Hart; Nick Helmholdt

Executive Committee and Finance/Audit Committee: Jennifer Tavares; Teri Tarshus; Gary Ferguson; Tom Knipe

Fiscal Oversight Committee: Suzanne Smith Jablonski, Executive Director, as LDC representative

11/25/2023 Board of Directors Meeting minutes

C. Hart moved and K. Cartmill seconded a motion to approve the minutes. Approved unanimously.

CAPITAL PROJECT REPORT

S. Hayes presented a board report including progress photos, construction milestones, procurement update, budget projection and grants update.

UPDATES AND DISCUSSION

Artwork

Building upon visioning work conducted at the previous building committee meeting, the board discussed options for artwork in the conference center. Considerations included potential themes and community priorities to highlight; plans for exterior artwork removed during garage construction; budgeted vs. needed resources; and overall project processes.

Budget & Staffing

T. Knipe and S. Smith Jablonski reported on recent work to update and examine budget projections. The finance committee will review and present to the LDC board for further examination, but initial indications are promising. Projections support a move for the executive director to become full-time.

VOTE: C. Hart moved and T. Knipe seconded a motion to approve the executive director to increase weekly hours to 25 hours per week at this time, and to move to a full-time schedule in Q2 2023, in tandem with a review of the 2024 budget. Approved unanimously.

Bylaws

S. Smith Jablonski reported that she, G. Ferguson, and T. Tarshus conducted a preliminary review of the bylaws. Further discussion with the LDC board will take place when they three can be present.

LDC Executive Director Report

S. Smith Jablonski reported that the 2023-24 calendar/tickler is in development, with more information needed from ASM. LDC board members have January 31 on their calendar for a potential meeting regarding the General Manager position. Smith Jablonski is reviewing an insurance quote and coverage needs with Tompkins Insurance.

Meeting Adjourned

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