

ALBANY CONVENTION CENTER AUTHORITY
SPECIAL BOARD MEETING MINUTES
Albany Capital Center, 9:00 am May 28, 2024
Full Meeting Audio: <https://www.youtube.com/watch?v=3Y4zglwX4OA>

Present:

ACCA Board Chair, Michele Vennard
ACCA Board Vice-Chair, Jahkeen Hoke
ACCA Board Treasurer, Steven C. Lerner
ACCA Board Secretary, Sarah Reginelli
ACCA Board Member, Mike Hoffman
ACCA Board Member, Michael McLoughlin
ACCA Board Member, Hon. John T. McDonald III RPH

Also Present:

Shannon Licygiewicz, ASM GM
Monica Kurzejeski, ACCA Executive Director
Mark Opalka, BST
Laura Grippen, BST

Absent:

ACCA Board Member, Dominick Purnomo
ACCA Board Member, Joseph Bonilla

Call to Order:

The meeting was called to order at 9:03 am by ACCA Board Chair Michele Vennard, attendance was noted and that a quorum was present.

Approval of the 1st Quarter Board Meeting Minutes:

Ms. Vennard requests a motion to accept the minutes from the 4/30/24 1st Quarter Board Meeting. *Mr. McDonald made the motion; Mr. Hoffman seconded the motion. The motion was carried unanimously.*

Treasurer Report:

Ms. Vennard called on Mr. Lerner to begin the March financial review. Mr. Lerner requested that Mark Opalka provide an overview of the March financials. April financials were received late but were included in the board member packets. Mr. Opalka asked Ms. Grippen to review the financials. Ms. Grippen provided an overview of the March Balance Statement, Revenue and Expense Statement. Mr. Opalka reminded the board that the repairs and maintenance and general administrative accounts would be increasing due to an increase in operating and projects that had been planned for begin to start. Ms. Kurzejeski also noted the increase in revenue to budget in the April financials highlighting the fact that the month was sold out for the first time in the history of the facility and noting the efforts by ASM team for their success.

Resolution to approve the award for Furnish, Remove & Install Commercial Carpet & LVT Flooring-to Flooring Environment:

Ms. Vennard asked Ms. Kurzejeski to present this resolution. Ms. Kurzejeski explained that the public bidding had been completed. There were three bidders, and the lowest, responsible bid was received by Flooring Environment. It was also noted that the amount of the bid is within the budgeted amount. The budgeted amount did also include some additional items that were not in the bid. Once they are investigated as to the scope needed, then it will be either completed in house or potentially publicly bid again depending on the dollar amount. Those items included the electrical floor boxes and the entrance mat system to the main lobby.

Ms. Vennard called for a motion to approve the resolution. Mr. McDonald made the motion; Mr. Hoke seconded. The motion was carried unanimously.

Ms. Vennard then called for a motion to leave the open session and enter an Executive Session. *Mr. Mc Donald made the motion; Ms. Reginelli seconded. The motion was carried unanimously.*

Ms. Vennard and Ms. Kurzejeski reported that no action was taken during the Executive Session.

No further business.

Adjourn:

Ms. Vennard called for a motion to adjourn the meeting.

Mr. McDonald made the motion to adjourn. Ms. Reginelli seconded. The motion was carried unanimously.

The meeting was adjourned at 10:06.