



MEETING MINUTES
Board of Directors Meeting

January 14, 2019

Board Members in Attendance: Daniel Atkins, Darius Shahinfar, Richard Conti, Matthew Peter, Jennifer Miller, Patrick Noonan, Collin Rost, Will Phan and Patrick Noonan

Absent: Joey Berben and Ali Celik

Staff in Attendance: Shauna Collins, Executive Director

1. Call to Order:

The meeting was called to order by Dan Atkins at 7:05PM.

2. Approval of Minutes:

Matthew Peter made a motion to approve Minutes. Daniel Atkins seconded the Motion. No objections.

3. Presentation by Anthony Judd of the Aurora Foundation:

Anthony Judd presented to the Board. Matthew Peter asked questions about the Foundation's mission statement. Board consensus to table any other discussion.

4. Staffing:

Shauna Collins presented a proposal to enter into an agreement with Second Chance Opportunities to clean the Street. Shauna asked for approval of up to \$7500.00 with review at \$7000.00 expended to determine if a long-term contract is appropriate for the Street's future needs. Daniel Atkins made a motion to approve. Patrick Noonan seconded the Motion. No objections.

Board consensus to table current other staffing discussions to a future date.

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5. Lighting & Cigarette Butt Receptacles:

Board discussion regarding City's purchase of lamp posts. Richard Conti provided progress report. Board consensus to continue discussion in March. Shauna Collins to reach out to DGS in mid-March to discuss.

6. Board Vacancy:

Shauna Collins advised that the Board currently has one vacancy (Property Owner) and that Siobhan Byron has expressed interest via email to fill the vacancy. Patrick Noonan requested that Shauna Collins invite Siobhan Byron to attend the next Board meeting. It is noted by Patrick Noonan that Siobhan Byron has been active in cleaning the area around her business and on her block. She was also vocal and helpful with her comments at the November meeting with APD Chief Hawkins.

7. Role as a Board Member, Role as an Officer & Committees:

Board has continuation of previous discussions about need for Board members to be active and do more than merely attend Board meetings. Daniel Atkins made a motion to form a Finance Committee and appoint Patrick Noonan, Matthew Peter and Collin Rost to be on such committee. Matthew Peter seconded the motion. No objection. Matthew Peter noted that it is not necessary to have a motion to create Committees but that it does not hurt to have a record.

Matthew Peter suggested that Daniel Atkins send out an email to the Board regarding other potential Committees and asking Board members to respond in a timely manner regarding which Committees they are interested in.

8. Financial Report, Assessment Update & 2019 Budget:

Collin Rost advised that the Board currently has around \$20,000.00 in Savings and an additional \$10,000.00 in the Checking Account. Shauna Collins advised that the Assessment Paperwork has been submitted with a request for \$98,208.04.

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9. District Plan, Review of Bylaws and Policies & Updating Bylaws & Policies:

Shauna Collins advised that she has been working with Attorney Catherine Hedgeman on bylaws and polices. Board was provided with a draft of proposed bylaws. Shauna requested that the Board act quickly regarding review of proposed bylaws, suggestions for changes and approval. The three BIDs (Downtown, Central, and Lark) have met to discuss the agreement with the City and will work with Attorney Hedgeman to discuss her role, if any, in negotiating the agreement. Shauna Collins advised that proposed agreement has language that is problematic regarding disbursement of funds. Shauna Collins requested that Board review the District Plan as it relates to setting goals for 2019.

10. Follow up with Albany Police Department, DGS & Codes (crime, lighting & code violations):

Board discussion regarding crime, lack of lighting and code violations. Matthew Peter requested that Shauna Collins reach out to Codes. Matthew Peter also requested that Shauna Collins set up two follow up meetings with APD Chief Hawkins. One meeting will be with the membership. The second meeting will be with the Lark Street BID Board. Richard Conti agreed to review Panhandling Statute and report at next Board meeting.

11. Rebranding – Website, Social Media & Press Releases:

Board discussion about website. Shauna Collins asked for approval to hire outside contractor for website. Patrick Noonan made motion for Shauna Collins to hire an outside contractor and spend up to \$2000.00. Collin Rost seconded motion. No objections.

Shauna Collins will speak to Assistant Executive Director Jevan Dollard and make request for daily posts to social media sites. Shauna Collins will also speak to Jevan Dollard about need for press releases regarding new businesses, events on Lark Street, and any good news related to Lark Street.

12. Grant Update:

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Matthew Peter provided an update on REDC grant including the 11/11/18 conference call with the Planning Department. Matthew Peter agreed to contact the Planning Department to discuss future steps with an aggressive goal of an RFP in two weeks.

13. 2019 Goals, 2019 Events Calendar & Discussion of February Meeting for Business Owners/Managers:

Board discussion about need for aggressive marketing plan. Shauna Collins advised that Board should spend additional time defining Lark Street. Shauna Collins suggested marketing it as Albany's Art District with over 60 businesses including retail, restaurants, entertainment, and wellness. Patrick Noonan would like to see more money allocated to marketing the Street. Patrick Noonan to contact Kelly McMurray from 2Communique regarding an overall plan for 2019. Shauna Collins advised that there has been positive feedback from the businesses and the community on the new postcard and the Lark Street bags.

14. CDTA Trolley (includes discussion of First Friday collaboration):

Shauna Collins provided update on new partnership with CDTA and the Downtown Albany BID to promote First Friday. Shauna Collins explained the #TrolleyGoodTime campaign as well as the request for businesses to wear t-shirts to promote use of the trolley. CDTA representatives will be on Lark Street in the upcoming weeks to discuss promotion of the trolley. Shauna Collins advised that she recently met with Tammy Maddalla. Tammy will continue to volunteer her time to act as the First Friday coordinator. The Downtown BID will coordinate a meeting with the Albany Center Gallery and request their assistance in connecting artists and businesses.

15. Motion to Adjourn:

The next Board meeting will be held at its regularly scheduled time which is the second Monday of each month unless the Board decides to adjourn. The Bylaws require quarterly meetings. Collin Rost made a motion to adjourn at 9:28PM. Patrick Noonan seconded the motion. No objections.

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