

ALBANY CONVENTION CENTER AUTHORITY
2019 Q-4 / ANNUAL MEETING MINUTES
Albany Capital Center, Capital Room
January 30, 2020

Call to Order and Roll Call:

The meeting was called to order at 9:12 AM and roll call was taken by Michele Vennard, Chair. At that time:
Members Present: Michael Skrebutenas, Steven C. Lerner; John McDonald Sarah Reginelli, Matt Cannon, Joseph Rabito

Members Absent: Michael Hoffman, Megan Daly

Others Present: Lynn Zeronda, Duncan Stewart

Ms. Vennard welcomes Joseph Rabito representing the Governor's Office, who joins the ACCA Board as its newest member having been appointed

Approval of Minutes:

10-31-19 Draft minutes 2019 ACCA Q-3 Meeting:

It is noted that from those members present there exists a quorum comprised of those who also attended the Q-3 2019 meeting, therefore a motion may be considered.

A motion was made by Mr. McDonald, seconded by Mr. Lerner, to adopt 10-31-19 Draft minutes of the 2019 ACCA Q-3 Meeting: the motion was adopted. Mr. Rabito abstained as he was not appointed as of the Q-3 2019 meeting.

Treasurer Report:

Mr. Lerner summarized the discussion in the Audit & Finance Committee meeting regarding the 2019 Audit in progress noting the positive cash position due to timing.

Ms. Zeronda reviewed the December 2019 Financials, summary of net assets and summary of revenue/expenses for the ACCA. Ms. Zeronda notes that the quarterly H.O.T. is trending below estimates. The surplus land remains on the ACCA books until the closing-in-fact can occur, and certain lease obligations. The actuary has completed the report on employee benefits.

Ms. Zeronda summarized the positive fiscal year at the Albany Capital Center, that revenue is overestimate, expenses under budget and the annual loss within the projected range anticipated.

Annual Meeting:

Ms. Vennard refers to the memo from counsel, the Governance Committee having met to review the Investment policy and Property Disposition Guidelines and with no changes to either in 2019 the recommendation to the ACCA Board of acceptance.

Ms. Vennard submits the Slate of Officers for 2020 to the Board,

A motion was made by Mr. McDonald, seconded by Ms. Reginelli to adopt the Slate of Officers as submitted. the motion was unanimously adopted.

Ms. Vennard submits the resolution restating the Investment Policy:

A motion was made by Mr. Skrebutenas, seconded by Mr. Lerner to adopt and restate the Investment Policy. the motion was unanimously adopted.

Annual Meeting Continued:

Ms. Vennard submits the resolution restating the Property Disposition policy:

A motion was made by Mr. Skrebutenas, seconded by Mr. McDonald to adopt and restate the Property Disposition Policy; the motion was unanimously adopted.

Economic Impact Committee Report:

Ms. Vennard reported that the EI Committee met on 1-28-20 to review the summary of Economic Impacts identified by Discover Albany for 2019 Q-4, Calendar year 2019, and for the life of the facility, 3-1-17 through 12-31-19, and to make a recommendation to the Board regarding there Operator Fee. Ms. Vennard cited highlights from the EI report and noted that beginning with Q-1 2019 and going forward, comparisons will be made to the corresponding quarter from the previous year.

Jay Cloutier of D/A presents the 2019 Q-4 Economic Impact Report, confirming that the information is based upon the event data provided to D/A by SMG with additional information from Hotel Properties, Meeting Planners which is then independently verified, entered into the calculator and reviewed by D/A staff before issuing.

Jay Cloutier, Director of Sales at Discover Albany, presents the Q-4 2019 EI Report in its entirety, along with life of the facility stats. Generally, all categories are trending up with year over year changes positive including sports, conventions and meetings. Where there are decreases, they can be explained by offsets in other event categories, the resulting limits of available dates, and the normal rotational process. Life of the Facility highlights from the report are: \$43.8 M in Visitor Spending, \$5.3 M in Sales Tax, 66,976 Hotel room Stays, with 290, 567 Visitors using the Albany Capital Center since 3-1-17.

Shannon Licygiewicz, Director of Sales for SMG reviewed the monthly sales and marketing projections. Highlights for 2019 are, 218 Events, 344 Event Days, with over 100 K attendees. The year over year comparison is comparable and the outlook for 2020 and 2021 consistent with the same time period in past years.

Hotel occupancy tax receipts were reported as consistent, not rising, attributable to many factors including inventory, demand, and rate. It is offered that the Albany Capital Center is a stabilizing factor for hotel occupancy, hotel/motel occupancy tax receipts, and sales tax revenue.

Ms. Reginelli expressed concern for presenting the changing picture from year to year, which was supported by Mr. Cannon and Mr. Rabito, leading to the suggestion to improve the messaging, especially about the Albany Capital Center as an anchor for hotel rooms and sales tax receipts among other positive economic impacts generated by the Albany Capital Center.

Ms. Vennard asks Doug McClaine, General Manager of The Albany Capital Center, to comment on the survey results, in particular those target areas of catering and A/V. Factors such as turn-over and the high number of event days have both impacted performance in 2019. Both are being addressed proactively by ASM directly with its vendors. Mr. McClaine also noted that in 2018 the Albany Capital Center sales staff booked 8.6 million sq. ft and in 2019 with the addition of but one event booked 9.7 million sq. ft. which, along with the positive bottom line, impacts the facility from both maintenance and personnel perspectives.

Ms. Vennard summarized the findings of the Economic Impact Committee regarding the Quantitative/Qualitative Incentive Fee for FY 2019 and confirmed the recommendation to the ACCA Board to approve the fee calculation as presented in the resolution.

A motion was made by Ms. Rabito, seconded by Ms. Reginelli authorizing the payment of a Quantitative / Qualitative Incentive Fee for FY 2019 in accordance with the agreement with SMG for the operation of the Albany Capital Center; the motion was unanimously adopted.

Legal Report:

There was no legal report.

Board members were reminded to respond to the JCOPE FDS when the notice arrives.

Public Comment Period: - No public comments

Other Business:

There was no other business

Adjourn:

Ms. Vennard called for a motion to adjourn.

A motion was made by Mr. McDonald; seconded by Mr. Lerner to adjourn the meeting, the motion was unanimously adopted.

The meeting adjourned at 10:17 AM

Next Meeting: Thursday, March 26, 2020 9:00 AM

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