

**ALBANY CONVENTION CENTER AUTHORITY**  
**2020 Q-3 ACCA Board Meeting Minutes**  
**Albany Capital Center**  
**October 29, 2020, 9:00 AM**

Note: in accordance with the guidelines issued by NYS associated with the COVID-19 pandemic, the public could not attend this meeting. The ACCA conducted this meeting with ACCA Board Members present and via a conference service. An audio link to the meeting was provided to the Public: [https://youtu.be/3\\_eziPZJ5Jo](https://youtu.be/3_eziPZJ5Jo)

**ATTENDEES:**

**Members Present:** Chair Michele Vennard, Secretary Megan Daly, Michael Hoffman, Daniel C. Lynch

**Members via ZOOM:** Treasurer Steven C. Lerner, Vice Chair Michael Skrebutenas, Assembly Member John McDonald, Sarah Reginelli.

**Absent:** Joseph Rabito

**Others Present:** Lynn Zeronda, Robert Ryan, Duncan Stewart, Doug McClaine, and Shannon Licygiewicz

**Others Via ZOOM:** Jay Cloutier

**CALL TO ORDER AND ROLL CALL:**

The meeting was called to order at 9:17 AM by Chair Michele Vennard, it was noted that a quorum was present with four members in attendance and four members via Zoom Link.

**APPROVAL OF PREVIOUS MEETING MINUTES:**

Ms. Vennard called for the review of the minutes and motions as follows:

Minutes of the Audit & Finance Committee Meeting; 9-24-20:

***A motion was made by Mr. Lerner, seconded by Mr. Hoffman to accept the Meeting Minutes for the ACCA 2020 Audit & Finance Committee Meeting, 9-24-20 as submitted. The motion was approved by the ACCA Board.***

Minutes of the ACCA Special Meeting Budget; 9-24-20:

***A motion was made by Ms. Daly, seconded by Mr. Lerner to accept the Meeting Minutes for the ACCA 2020 Special Meeting Budget, 9-24-20 as submitted. The motion was approved by the ACCA Board.***

**TREASURER REPORT:**

Mr. Lerner noted the cash position as constant, the change in equity position year over year, as attributed primarily to changes in depreciation and then requested that Ms. Zeronda review the September 2020 Financial Statement and net position of the Authority.

Ms. Zeronda discussed the revenue, previously estimated at 36% is now 33%, and recognized the continuing challenges with losses over budget assumptions. Expenses are limited to those required and cash flow is being protected. The Hotel Occupancy tax for Q-3 was received and is lower than the amended estimate previously carried. In the future, the presumed estimate of 50% of approved budget may need to be adjusted downward. For the present, the net position of the ACCA remains consistent with the revised estimates and parallels the assumptions being made by Discover Albany. The Reserve position remains secure

**Mr. Lerner:** Changes in cash position year over year, related to land transfer?

**Ms. Zeronda:** In part and due to control of expenses year over year.

**ECONOMIC IMPACT COMMITTEE REPORT:**

Jay Cloutier presented the 2020-Q-3 EI Report produced by Discover Albany, summarizing the nearly 100% decline in business quarter over quarter and its impacts upon those key economic indicators specific to the Albany Capital Center of: Total Spending, NYS and County Sales Tax receipts, Visitors, Hotel Rooms and Full-time Equivalent jobs.

Mr. Cloutier presented the second in the series of supplemental reporting that is provided to the ACCA by Discover Albany under the MOU, summarizing the impacts of the economic downturn related to the COVID-19 response and its effect on hotel occupancy, currently 34.7% A/O September '20, down from 60.2% A/O December '19 and room rates expressed as Average Daily Rate (ADR) currently \$83.86/room for '20 year to date, down from the yearly average of \$108.86 for last year. Hotel closures were noted with certain of the reopening date in question pending a rebound in demand.

Ms. Vennard: Are these numbers comparable to other markets?

Mr. Cloutier: This study covered the NY market and the Capital Region, where conditions are similar.

Mr. McClaine: ASM participates in weekly calls across the company and as other markets are subject to different rules for opening and operations than currently the case here, occupancy and rate are different.

Mr. Cloutier summarized the destination marketing efforts of Discover Albany the social media activity and responses, including a Live Chat feature, and announced the roll out of the free to download Discover Albany App which importantly is customizable to events, providing the client and end user greater access to event information and specific content tailored to the attendees.

**AUTHORITY OPERATIONS REPORT:**

Shannon Licygiewicz provides an update on the facility marketing and sales efforts, noting 99 cancellations to date with significant moves from '20 to '21 and beyond, however the surge in cancellations over the last two months has stopped, all events having either cancelled or moved to '21 and outlying years and ASM has signed 2 additional contracts for this year. Both are hybrid, including a reimagined virtual gala.

For 2021, 50 events are under contract and there are 20 pending contracts. The year over year comparison is currently 20 fewer events than in 2019 when projecting FY '20. Improvement in these numbers is possible, but many clients remain tentative related to the pandemic.

Mr. McClaine, reviews budget assumptions as on track for '21 and notes that some of the current business is repeat this year, due to increased customer confidence, and a better understanding of the capacity of this facility and staff to adapt in meeting the needs of the client.

NCAA awards to Albany did not include this facility, however the ACC will play an ancillary role. MAAC has awarded the '20-'21 college championship to the ACC over Easter weekend, which will be held without fans. Similarly, an AAU basketball tournament is being planned for May of next year, requiring 40 courts and using multiple facilities.

**AUTHORITY OPERATIONS REPORT (Continued):**

Ms. Vennard: What are the hotel room nights associated with the MAAC?

Mr. Cloutier: ~~438~~ guest rooms.

**Post Meeting Correction due to author error: Correct** Total of guest rooms associated with the MAAC is: 232

Wed	Thu	Fri	Sat
03/31	04/01	04/02	04/03
88	68	48	28
100%	77%	55%	32%

**LEGAL REPORT:**

There were no items to report.

**OTHER BUSINESS:**

There was no other business.

**ADJOURN:**

Having no other business before the ACCA Board, Ms. Vennard called for a motion to adjourn.

***A motion was made by Mr. McDonald; seconded by Mr. Lynch to adjourn the meeting, the motion carried.***

The meeting adjourned at 9:54 AM

**Next Meeting:**

**2020 Q-4 & Annual Meeting of the ACCA Board  
Thursday, January 28, 2021 9:00 AM  
Albany Capital Center**

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