

**ALBANY CONVENTION CENTER AUTHORITY
SPECIAL MEETING AUDIT MINUTES
Albany Capital Center,
MARCH 26, 2020**

Note: in accordance with the guidelines issued by NYS associated with the COVID-19 pandemic, the public and ACCA Board Members could not attend this meeting. The ACCA conducted this meeting using a conference call service and provided a live-streaming audio for public access via this link: <https://vimeo.com/event/26670>, and an audio file has been uploaded to the ACCA website via this link: http://www.albanycapitalcenter.com/acca/meeting_records.cfm?docYr=2020-01-01#records

CALL TO ORDER AND ROLL CALL

The conference call meeting was called to order at 9:29 AM and roll call was taken by Chair Michele Vennard. At that time:

ACCA Board Members in conference: Chair Michele Vennard, Vice Chair Michael Skrebutenas, Treasurer Steven C. Lerner, Secretary Megan Daly, Michael Hoffman, Assembly Member John McDonald.

ACCA Board Members not in conference:

Sarah Reginelli, Matt Cannon, Joseph Rabito

Others in conference: Lynn Zeronda, Amy Thompson, Robert Ryan, Duncan Stewart, Alex Zhang, Brian Kearns, Doug McClaine, Dan Lynch

Ms. Vennard welcomed Deputy County Executive Daniel J. Lynch, representing the Office of Albany County Executive Dan McCoy, who will be joining the ACCA Board in place of Matt Cannon who will be stepping away from the Board. The appointment is pending the action of the County Legislature.

Approval of Minutes:

- 1-30-20 Draft minutes of the Audit & Finance Committee Meeting
- 1-30-20 Draft minutes of the Governance Committee Meeting
- 1-30-20 Draft minutes of the 2019 ACCA Q-4 / Annual Meeting

Ms. Vennard calls for motion to accept the minutes. Mr. Ryan notes that as this motion does not involve an expenditure of funds, only 4 affirmative votes are required for passage and since 4 of the members who are present also attended the meetings of 1-30-20 covered by the minutes, the motion to accept the minutes may proceed.

A motion was made by Mr. McDonald, seconded by Mr. Skrebutenas, to adopt 1-30-20 Draft minutes of the Audit & Finance Committee, the Governance Committee and those of the 2019 ACCA Q-4/ Annual Meeting: The motion was adopted.

Business Reports:

Treasurer's Report:

It is the recommendation of the Audit & Finance Committee to the ACCA Board, having received the report of the Independent Auditor, copies of the Audited Financial Statements of the ACCA and the Annual Report with supporting information and explanation from Accounting and Counsel, that the Board approve the 2019 Audited Financial Statements for the years ended 12-31-19 and 2018 and the 2029 Annual Report of the ACCA

Treasurer's Report (Continued):

Ms. Vennard calls for a motion to adopt the 2019 Audited Financial Statements:

A motion was made by Mr. Lerner, seconded by Mr. Hoffman to adopt 2019 Audited Financial Statements. A roll call was taken. The Following members voted in favor: Michele Vennard, Steven C. Lerner, Megan Daly, Michael Skrebutenas, John McDonald, Michael Hoffman. There were none opposed. The motion was unanimously adopted.

Ms. Vennard calls for a motion to adopt the 2019 Annual Report of the ACCA:

A motion was made by Mr. Lerner, seconded by Mr. McDonald to adopt 2019 Annual Report of the ACCA A roll call was taken. The Following members voted in favor: Michele Vennard, Steven C. Lerner, Megan Daly, Michael Skrebutenas, John McDonald, Michael Hoffman. There were none opposed. The motion was unanimously adopted.

Operations Report:

Ms. Vennard notes that since the Board last met, a subgroup of the ACCA Board has undertaken the review of the current Operator Contract, term ending 12-31-20, and is recommending that the ACCA enter negotiations with ASMGlobal for a contract to commence 1-1-21 for the operation of the Albany Capital Center.

Ms. Vennard calls for a motion to accept the recommendation to enter negotiations with ASMGlobal:

A motion was made by Ms. Daly, seconded by Mr. Skrebutenas to approve entering negotiations with ASMGlobal. A roll call was taken. The Following members voted in favor: Michele Vennard, Steven C. Lerner, Megan Daly, Michael Skrebutenas, John McDonald, Michael Hoffman. There were none opposed. The motion was unanimously adopted.

During the current business interruption, it is noted that annual maintenance and certain planned for capital improvements are in progress that had been planned for and approved to take place later in the year during those traditional slow time of late August and over the holidays.

Doug McClaine reports significant impact to the schedule for March and April with 9 events cancelled including those related to the NCAA tournament. 5 events have been moved within the 2020 calendar and 6 events have been moved to 2021. The calendar is changing daily but some events, such as GamerCon, which was moved to September, will benefited from increases in the number of sponsors and the Red Cross Blood Drive that was postponed will likely become a much larger event related to the increased demand and shortages related to the pandemic. 10 events remain undecided, subject to move once the public guidelines have been revised.

2020: 124 events on the Calendar when compared to last year at this time, there were 163 events and there are 4 pending which reflects the lost, moved or pending business during the end of Q-1 and the start of Q-2.

To address pending openings in the calendar in Q-4 ASMGlobal is considering self-produced public events.

2021: 21 contracted events to date compared to 22 this year, suggesting a positive trend.

Ms. Vennard asks if the shorter booking window that has become the norm is changing with the current situation? Mr. McClaine agrees it is a trend to watch for and notes that all current NCAA bids have been tendered and the NCAA is considering a 'make good award' to Albany for the loss of this year's tournament dates. Also, Boys HS volleyball bids have been tendered and to protect the ACC calendar, working with U-Albany, should the NCAA award events to Albany that overlap, the Section II events can be played on the campus, freeing the ACC. The NCAA is also accelerating its response to the bids which may extend the booking window.

Operations Report (Continued):

Mr. Lerner asks if the ACC has received any requests for it to be used as part of the emergency response to the pandemic? The ACCA was contacted by NYS for the ACC to serve as a hospital or a medical supply/device storage facility. The ACCA supplied the requested information regarding available area and access, to NYSOGS and awaits a determination.

Treasurer's Report (Continued):

Ms. Zeronda offered to review the February 2020 Financials as part of the meeting record. Mr. Lerner concurs, noting the change in assets to reflect the transfer of the land and audit adjustments and asks Ms. Zeronda to provide an update.

Ms. Zeronda reviews the closing date of 12-17-19 and when escrow was released, which resulted in adjustments to the 2019 year end, in 2020.

Ms. Zeronda confirms that further budget review will be necessary in the coming weeks to include the true-up related to the closing, the change in obligations due to the assignment of the remaining lease along with the end of the management scope for the E-Comm properties and that more time will be required before a determination can be made as to the true impact to the budget resulting from the pandemic.

Ms. Zeronda advises that the H.O.T. receipts will also be impacted, the extent to which cannot be known for some time but, will likely be significant. As a result, adjustments to both revenue and expense assumptions will be required.

Mr. Hoffman reviews the current, and outlook for the hotel industry as being very challenging, March which started well, was not good, and April is estimated to be worse as confirmed by the STR reporting. The extent to which this will impact individual properties remains to be seen, and it will take some time for any recovery to be felt.

The importance of maintaining the current H.O.T. distribution formula, giving the ACCA the ability to set aside reserves as it does and would otherwise not be possible is noted. The need for which could not be more apparent than during the pandemic.

Mr. McDonald indicates that the current H.O.T. renewal may become part of the larger budget process this coming week, as a 1 year renewal or possibly longer and if not, then it may not be addressed until fall when the legislature returns.

Legal Report:

There was no legal report.

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. Hoffman to adjourn the meeting, the motion was unanimously adopted. The meeting adjourned at 10:06 AM

Next Meeting: Thursday, April 30, 2020 9:00 AM