

**ALBANY CONVENTION CENTER AUTHORITY**  
**ACCA Board Special Meeting Minutes**  
**Albany Capital Center**  
**September 24, 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.

**ATTENDEES:**

Members Present: Chair Michele Vennard, Treasurer Steven C. Lerner, Michael Skrebutenas, Megan Daly, Assembly Member John McDonald, Sarah Reginelli, Michael Hoffman, Joseph Rabito, Daniel C. Lynch

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

**CALL TO ORDER AND ROLL CALL:**

The meeting was called to order at 9:39 AM, by Chair Michele Vennard, it was noted that a quorum was present with all members in attendance and Steven C. Lerner, joined by Zoom audio Link.

Ms. Vennard offered opening remarks thanking all for participating and recognizing the efforts of the facility staff in accommodating the ACCA Board Meeting in accordance with the guidelines for meetings of this type.

**APPROVAL OF PREVIOUS MEETING MINUTES:**

Ms. Reginelli and Mr. McDonald attended the 7-30-20 meeting and Ms. Reginelli asked that be noted. Mr. Ryan notes that only those who were present may vote, Mr. Skrebutenas therefore will abstain

*The corrections noted, a motion was made by Ms. Reginelli, seconded by Mr. McDonald to adopt the Meeting Minutes for the ACCA 2020 Q-2 Meeting, 7-30-20 as corrected. The motion was approved by the ACCA Board with Mr. Skrebutenas abstaining.*

**TREASURER REPORT:**

Mr. Lerner requested that Ms. Zeronda review the August Financial Statement and net position of the Authority.

Ms. Zeronda notes that the estimated loss for August was slightly lower than projected due to greater than anticipated event revenue received during the month, however overall, event revenue continues the downward trend when compared to budget as displayed in the YTD. H.O.T. revenue is tracking at 56% when annualized, but closer to 50% of budget on a monthly basis. The net position remains consistent with the revised estimates and parallels the assumptions being made by Discover Albany. The Reserve position remains secure

Mr. Lerner stated the recommendation of the Audit and Finance Committee and asked that Ms. Vennard proceed.

**TREASURER REPORT (continued):**

Ms. Vennard requested individual motions to adopt the 2021 Albany Capital Center Operations Budget, the 2021 ACCA Budget, the ABO Budget, and the 2021 Audit Engagement Letter.

***A motion was requested by the Chair and offered by Mr. McDonald; seconded by Mr. Lerner to adopt the 2020 Albany Capital Center budget; The motion to adopt the 2021 Albany Capital Center budget carried and was unanimously adopted.***

***A motion was requested by the Chair and offered by Mr. Lerner; seconded by Mr. Hoffman; to adopt the 2021 ACCA budget; the motion carried and was unanimously adopted.***

***A motion was requested by the Chair and offered by Ms. Daly, seconded by Mr. Rabito to adopt the 2021-2023 ABO Budget document, the motion carried and was unanimously adopted.***

***A motion was requested by the Chair and offered by Ms. Reginelli, seconded by Mr. Skrebutenas to approve the 2021 Audit Engagement Letter, the motion carried and was unanimously approved.***

**AUTHORITY OPERATIONS REPORT:**

Shannon Licygiewicz provides an update on the facility marketing and sales efforts, noting 97 cancellations to date with significant moves from '20 to '21 and beyond, the loss summarized as 164 event days lost which is reflected in the surge of cancellations in the last two months with only one event, for November, remaining in 2020.

The outlook for 2021 and beyond is positive, with 23 contracts pending for '21, however, there have been 7 cancellations for '21 and the uncertainty in the market remains. ASM has shifted its focus to developing hybrid solutions to meet the changing needs of clients, emphasizing the inherent capacity of the building, available technology and the safety protocols that are in place.

Mr. Rabito asks if ASM has taken steps to update its marketing with an emphasis on health and safety? Ms. Licygiewicz reviews the various documents and posting relative to COVID response, Venue Shield, and site specific actions. Mr. Rabito requests that ASM review and then expand the extent that this message is advance on the various social media platforms available to ASM.

Mr. McDonald asks for clarity regarding the current Food & Beverage component. Ms. Licygiewicz summarizes the options available and that it varies by client, with many of the event being shorter with reduced F & B. Mr. McDonald asks if the cancellations are related to the closing of businesses. Ms. Licygiewicz has not seen that at this time,

Ms. Reginelli comments on the Spectrum piece broadcast this week as positive, and asks if local organizations are using this facility for a professional platform? Ms. Licygiewicz indicates an increasing interest and Mr. McClaine confirms that the recent event held at the ACC were relate to the capacity of this facility over others and the available technology. Mr. McClaine reviews the changes to the business model including the requirement of a COVID plan from any client as part of the contract process.

**AUTHORITY OPERATIONS REPORT( Continued):**

Mr. Rabito asks if the client COVID plan becomes part of the event contract? Mr. McClaine confirms that it is included as an exhibit to each contract.

Mr. McClain notes that costs per even are increase and cannot in all instances simply be passed though to the client, which presents challenges to creating additional profit centers.

Ms. Vennard notes the increase in A/V use for these types of hybrid events as one profit center. Mr. McClaine concurs and summarizes the changes to catering, as being from buffets and full meals to pre-packaged individual servings as the current norm, presenting new challenges that must be overcome working with the vendor.

Mr. McClaine confirms that The NCAA will be announcing its selections in October, including to the 18 responses it received from Albany that are now under consideration.

Mr. Rabito asks if those proposals have been updated to reflect the status of New York and how ASM has positioning itself? Mr. McClaine confirms that update calls are part of an on-going effort to secure the business. Mr. McClaine also cites the example of a sports “Bubble” as possibility to engage this facility, the Times Union, and the Renaissance Hotel.

Ms. Vennard asks if this facility would be in use for these types of events. Mr. McClaine confirms that for basketball it could include games along with a significant 3 meals-a-day food & beverage component. For hockey, it would be limited to the food and beverage service.

Mr. Rabito emphasized the importance conveying the message of client health and safety and how New York has successfully managed the challenges related to infection rates and the trajectory of the pandemic.

Ms. Vennard requests a summary of the vendor selection and renewal process. Mr. McClaine confirms that Audio Visual is under contract, and renewal discussions are on-going with various sponsors and the caterer to have all in place as of 12-31-20.

**LEGAL REPORT:**

Mr. Ryan reports that the Operator Agreement, as a Qualified Management Agreement and because the Albany Capital Center was constructed using tax exempt funding is under review by ESD.

**OTHER BUSINESS:**

ACCA Staff presented for review:

- Draft 2021 Meeting Schedule
- Board Contact Information

Ms. Vennard confirmed the date and time of the next ACCA Meeting as Thursday, October 29, 2020.

**EXECUTIVE SESSION:**

Ms. Vennard called for a motion to enter Executive Session to discuss a contract matter and one related to personnel

***A motion was made by Mr. McDonald; seconded by Mr. Rabito to enter an Executive Session, the motion was unanimously adopted.*** The Executive Session commenced at 10:19 AM

**Motion to return to Public Session:**

Ms. Vennard called for a motion to return to public session.

***A motion was made by Mr. McDonald seconded by Mr. Rabito to return to public session, the motion was unanimously adopted.*** The Public Session resumed at 10:31 AM

**Adjourn:**

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

***A motion was made by Mr. Lynch; seconded by Mr. Lerner to adjourn the meeting, the motion was unanimously adopted.*** The meeting adjourned at 10:32 AM

**Next Meeting:**

**2020 Q-3 ACCA Board Meeting  
Thursday, October 29, 2020 9:00 AM  
Albany Capital Center**

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