

**ALBANY CONVENTION CENTER AUTHORITY  
GOVERNANCE COMMITTEE MEETING MINUTES  
Albany Capital Center  
Meeting #2 of 2021 October 28, 2021**

**CALL TO ORDER:**

The meeting was called to order at 9:02 AM by Michele Vennard, Chair.

**Members Present:**

Chair Michele Vennard, Treasurer Steven C. Lerner, Sarah Reginelli, John McDonald, Michael Hoffman, & Daniel C. Lynch

**Members joining via ZOOM:**

Vice Chair Michael Skrebutenas, Secretary Megan Daly,

**Others present:**

Meredith Brinkman of BST/CFO, Jill Delaney & Jay Cloutier of Discover Albany, Shannon Licygiewicz, Albany Capital Center GM, Duncan Stewart, ACCA Executive Director

Ms. Vennard asked Mr. Stewart to report in place of Robert Ryan, ACCA Counsel, who was unable to attend.

Mr. Stewart reviewed the NYS Joint Commission On Public Ethics (JCOPE) refresher training requirement for uncompensated volunteers, including the ACCA Board members, that must take place every 3 years. The next anniversary is 5-19-22. The course will be administered by ACCA staff and ACCA Counsel and can be in person or via a remote connection at preference of the Board members.

All Board members are required to complete the refresher course related to their service on the ACCA Board unless otherwise provided through their employment.

Ms. Vennard requests that a series of dates be provided to the Board members. Mr. Stewart will confer with Counsel and advise.

At the Annual meeting, Thursday, January 27, 2022, the Board will be asked to consider policy re-statements and any recommendation to come from the EI Committee regarding the Quantitative/Qualitative Incentive fee that may be due the Operator.

In advance of the Annual meeting members will be provided 2021 Board evaluations, along with the ABO Fiduciary Statement and ACCA independence form, it is asked that they be completed by the Annual Meeting.

**OTHER BUSINESS:**

No other business was discussed.

***ADJOURN: A motion to adjourn the Governance Committee meeting was made by Mr. Lerner, seconded by Mr. Lynch; The motion carried unanimously***

The Committee meeting adjourned at 9:10 AM.

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**Next Governance Committee Meeting  
Thursday, January 27, 2022  
Immediately preceding the ACCA Board Annual Meeting  
Location: Albany Capital Center Rm. Location: TBD**