

**ALBANY CONVENTION CENTER AUTHORITY
MINUTES OF ACCA SPECIAL MEETING AUDIT
Capital Room & via ZOOM, Albany Capital Center,
MARCH 24, 2022**

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 9:21 AM by ACCA Board Chair, Michele Vennard, and a roll call taken:

Members present: ACCA Treasurer Steven C. Lerner, ACCA Board Vice-Chair Daniel C. Lynch. ACCA Board Secretary Sarah Reginelli, John T. McDonald.

Participating via ZOOM: Michael Hoffman

Others Present: Meredith Brinkman, BST/CFO, Amy Thompson, BST CFO, Robert Ryan Esq., Harris-Beach, Duncan Stewart, ACCA, Shannon Licygiewicz, ASM Global Albany GM

Due to members having hard stops the agenda was reordered to assure that a quorum would be present for all actions should discussions be extended.

Business Reports:

As 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 2021 Audited Financial Statements for the years ended 12-31-21 and 2020 and the 2021 Annual Report of the ACCA, Ms. Vennard calls for a motion to adopt the 2021 Audited Financial Statement and Annual Report:

A motion was made by Ms. Reginelli, seconded by Mr. McDonald to adopt 2021 Audited Financial Statements and the 2021 Annual Report of the ACCA. The motion carried unanimously

Mr. Lerner calls upon Ms. Brinkman to review the January and February 2022 Financial Statements.

Ms. Brinkman first introduces Ms. Amy Thompson, who is also with BST/CFO. Ms. Thompson is attending today will again in April as Ms. Brinkman transitions out of the meeting reporting and Ms. Thompson assumes that role. Ms. Thompson has been associated with the ACCA account for 6 years and is fully engaged in the accounting and cash management of the Authority.

Ms. Brinkman reviews the February Financials statements inclusive of the information contained in the January statement, the statement of net position for assets, liabilities, and revenue. Certain items exceed the budget at this time, reflective of when the budget was developed and the changes since. Ms. Licygiewicz offers that the impact of moves within the schedule effects the timing of when revenue is received. Ms. Brinkman notes that the ACCA is currently in a good cash position entering 2022 Q-2.

Approval of Minutes:

- 1-27-22 Draft minutes of the Audit & Finance Committee Meeting
- 1-27-22 Draft minutes of the Governance Committee Meeting
- 1-27-22 Draft minutes of the 2021 ACCA Q-4 / Annual Meeting

Ms. Vennard called for a motion to accept all of the minutes from the meetings held on 1-27-22, as submitted.

A motion was made by Mr. Lerner, seconded by Mr. McDonald, to adopt the 1-27-22 Draft minutes of the Audit & Finance Committee, the 1-27-22 Draft minutes of the Governance Committee and the draft minutes of the 1-27-21 2021 ACCA Q-4 Annual Meeting: The motion carried unanimously.

Operations Report:

ACCA Staff provides summary produced by Baker Public Relations related to the 5th year anniversary promotion, Gamercon sponsorship, and other event activities. The post event impacts of which will be provided by Baker at the April meeting of the ACCA Board. This is accompanied by an update on the status of the capital improvement and repairs/maintenance work that is on-going.

Legal Report:

There was no legal report.

Executive Session:

Ms. Vennard requests that the ACCA Board enter executive session and calls for a motion.

A motion was made by Mr. Lynch and seconded by Mr. McDonald to enter Executive Session.

Visitors and other attendees were requested to leave and The ACCA Board then entered an Executive Session at 9:34 AM.

The ACCA Board ended its Executive Session @ 10:04 AM with Ms. Vennard calling for a motion to re-enter public session and stating that during Executive Session no action was taken by the ACCA Board

A motion was made by Mr. Lynch and seconded by Mr. Lerner to re-enter public session. The motion carried unanimously.

Other Business:

There was no other business

Adjourn:

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 carried unanimously.

The meeting adjourned at 10:13 AM

Next Meeting: 2022 ACCA Q-1 Thursday, April 28, 2022 9:00 AM

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