



ALBANY  
CONVENTION  
CENTER  
AUTHORITY

**ALBANY CONVENTION CENTER AUTHORITY SPECIAL MEETING AUDIT  
IMMEDIATELY FOLLOWING AUDIT & FINANCE COMMITTEE MEETING  
FRIDAY, MARCH 28, 2025  
ALBANY CAPITAL CENTER  
55 EAGLE ST., ALBANY, NY**

**MEETING MINUTES**

LIVE STREAM - <https://www.youtube.com/watch?v=vprzVawAa9I>

1. Call to order and roll call.
  - a. The meeting was called to order at 9:15
  - b. In attendance:
    - i. Michele Vennard, Board Chair
    - ii. Jahkeen Hoke, Vice Chair
    - iii. Steven C. Lerner, Treasurer, Committee Chair
    - iv. Sarah Reginelli, Secretary
    - v. Dominick Purnomo
    - vi. Joseph Bonilla
    - vii. Michael McLaughlin
    - viii. John McDonald
    - ix. Mike Hoffman – virtual via zoom
    - x. Robert Ryan, ACCA Legal Counsel
    - xi. Monica Kurzejeski, ACCA Executive Director
    - xii. Craig Liston, ASM Global Regional Vice President
    - xiii. Shannon Licygiewicz, ASM Albany, General Manager ACC
    - xiv. Laura Grippin, BST for Hire
    - xv. Brian Kearns, UHY
    - xvi. Jessica Blaha, UHY
2. Approval of minutes: *(Possible Action)* – **Tab 4**
  - a. Draft minutes from 1-25-25 Audit & Finance Committee Mtg.
  - b. Draft minutes from 1-25-25 Governance Committee Mtg.
  - c. Draft minutes from 1-25-25 FY 2024 Q-4 & Annual Mtg.

Edit to previous minutes – Michele wasn't virtual for the Economic Impact Committee Meeting

  - i. Motion – Mr. McDonald
  - ii. 2<sup>nd</sup> – Mr. Lerner
  - iii. Motion carried unanimously



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3. Business Reports:

a. Treasurer's Report – Steven C. Lerner/Laura Grippin

Ms. Grippin reviewed the layout of our financials since the change in systems at ASM and noted specific items related to the budget versus actuals, i.e., interest income is recognized monthly now, rent is a new line since the budget was approved for the Executive Director's office at 150 State Street, audit fees will be included in March 2025, utilities is the bulk of the operating expenses increase. ACCA and ACC will talk to NG about the January and February increases. CIDC payments are reflected in Pre-paid Rent.

i. Recommendations of the Audit & Finance Committee:

1. Resolution to adopt the 2024 Audit (*Possible Action*) **Tab 5**

a. Motion – Mr. McDonald

b. 2<sup>nd</sup> – Mr. Purnomo

c. Motion carried unanimously

**2.** Resolution to adopt the 2024 PAAA Annual Report & authorize PARIS (*Possible Action*) **Tab 6**

a. Motion – Mr. Hoke

b. 2<sup>nd</sup> – Mr. Lerner

c. Motion carried unanimously

4. Legal Report – Robert Ryan – nothing to report

5. Executive Session

a. Motion to go into executive session to discuss personnel matters – Ms. Reginelli

b. 2<sup>nd</sup> – Mr. McLaughlin

c. Motion carried unanimously

6. Executive Session adjourned

a. Motion to adjourn executive session – Mr. McDonald

b. 2<sup>nd</sup> – Mr. McLaughlin

c. Motion carried unanimously

7. Executive Session Action



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- a. The action taken was regarding compensation for the Executive Director. Increase of an additional 2% over budgeted increase was presented. An additional discussion was had over making sure future budgets accounted for appropriate compensation.
  - i. Motion to approve – Mr. Lerner
  - ii. 2<sup>nd</sup> – Mr. McLaughlin
  - iii. Motion carried unanimously
- 8. Other Business - NONE
- 9. Adjourn – 9:56 am
  - a. Motion to adjourn – Ms. Reginelli
  - b. 2<sup>nd</sup> – Mr. McLaughlin
  - c. Motion carried unanimously

**NEXT QUARTERLY MEETING: WEDNESDAY 4-30-25 @ 9:00 AM**