

**ADVANCE ALBANY COUNTY ALLIANCE LOCAL DEVELOPMENT  
CORPORATION BOARD OF DIRECTORS  
9/15/21 MEETING MINUTES  
Regular Board Meeting**

**Minutes**

A Regular Board Meeting of Advance Albany County Alliance (AACA) Local Development Corporation, a New York not-for-profit corporation (the "Corporation"), was held at The College of Saint Rose (420 Western Ave, Albany NY, 12203); 2nd Floor Conference Room on Wednesday, September 15<sup>th</sup>, 2021, at 8:30am. In addition to attending the meeting location in person, members of the public were provided the opportunity to view/listen to the Board meeting via an internet connection and/or phone.

The following Directors were present at, and participated in, the meeting:

- Alan Goldberg
- Alan D. Alexander
- Coach Carmen Duncan
- Marcia White
- Rich Rosen
- Tom Nardacci

Director Jeff Buell was excused.

Also present at the meeting were:

- Kevin O'Connor, Director of Economic Development, Albany County and CEO, AACA
- Melanie LaRose, Executive Assistant to CEO, AACA
- Kevin Catalano, Senior Vice-President & Director of Commercial Lending
- Daniel Lynch, Deputy County Executive, Albany County
- Caitlin O'Brien, Chief of Staff, Albany County Legislature
- Lucas Rogers, Policy Analyst, Albany County
- Meredith Brinkmann, Director, BST CFO-For-Hire
- Amy Thompson, Senior Associate, BST CFO-For-Hire
- Carolyn McLaughlin, County Legislature, Albany County
- Wanda Willingham, County Legislature, Albany County
- Bhawin Suchak- Executive Director & Co-Founder, Youth FX
- Paul Collins-Hackett- Executive Director, The Red Book

The Directors called the meeting to order.

1. The first order of business was the approval of the minutes for the July 21, 2021, Regular Board Meeting. After discussion to add Kevin Catalano, upon a motion made by Mr. Rosen, seconded by Ms. White, and carried pursuant to a unanimous vote, the Directors:

**RESOLVED**, the minutes of the July 21, 2021 Regular Board Meeting be, and hereby are approved upon revision as stated above.

2. The next order of business was the CEO report to approve the tentative 2022 budget & review the monthly financials. Mr. O'Connor reviewed the tentative 2022 budget and Ms. Brinkmann reviewed the monthly financials and answered any questions related to line items. After

discussion by the Board and staff, upon a motion made by Ms. Nardacci, seconded by Mr. Rosen, and carried pursuant to a unanimous vote, the Directors:

**RESOLVED**, the tentative 2022 budget is approved.

3. The next order of business was a project update. Mr. O'Connor gave an update on the Advisory Committees-Local Economic Development & MWBE Economic & Inclusion. Mr. O'Connor explained the Local Economic Development Advisory Committee has been very responsive in collaboration most recently on the shovel ready site study as well as our Business, Retention & Expansion (BRE) program. Mr. O'Connor also explained that ACCA was in the final stage of forming the MWBE Economic & Inclusion Advisory Committee with the first meeting to be held in October. Mr. O'Connor gave an update on the South End Grocery project, explaining the history, the purpose of helping to solve the food desert in the south end of Albany, and with whom the AACCA team is working, including the multiple parties supporting the project. Mr. O'Connor then gave an update on the shovel ready site project, explaining that the meetings with the Local Economic Development Advisory Committee were almost complete. Mr. O'Connor explained that once the sites have been identified, ACCA will work through any issues & determine what is needed for those sites.

Mr. Catalano gave an update on the AI Tech Loan fund. Mr. Catalano explained that the administration of the AI Tech Loan Fund has been moved over from the Capital Region Chamber to Advance Albany County Alliance. Mr. Catalano explained the ACBDC board set up, background of the fund, breakdown of numbers, jobs created & retained, defederalization of the fund & how data is collected on an annual basis.

Mr. Rogers gave an update on the Business, Retention & Expansion (BRE) program. Mr. Rogers explained that the program formally launched with the support & quotes from Albany County Executive Daniel McCoy & Legislature Chair, Andrew Joyce on September 8<sup>th</sup> with a survey launching the same day. Mr. Rogers explained that the results are coming in from the survey & that this is an ongoing process.

4. The next order of business was open discussion. Mr. Goldberg asked for board members feedback on Diversity, Equity & Inclusion training. Ms. Duncan recommended a 2-3 hour facilitated by an outside consultant to have a meaningful conversation. Mr. Goldberg recommended that if any board members have suggestions on a facilitator to send them to Mr. O'Connor & or Ms. LaRose. Mr. O'Connor recommended having this prior to our November board meeting.

5. The next order of business was executive session. Upon a motion made by Mr. Nardacci and seconded by Ms. White, the Board unanimously voted to enter Executive Session to discuss the appointment and/or retention of particular individuals and corporations. At the conclusion, on a motion made by Mr. Rosen and seconded by Ms. White, the Board unanimously voted to exit Executive Session. No actions were taken in Executive Session.

There being no other business to consider, the meeting was adjourned at approximately 10:00am.

 Secretary

**Board Minutes as Approved by Board on November 17, 2021**