



**Board of Directors Meeting Minutes - October 19,2023**  
**294 Black Point Road, Ticonderoga and Zoom**

Present: Sandy Morhouse, Pat Ida, Chris Mallon, Scott Hearburg, Lance Clark, Pam Nolan (remote), Mark Wright (remote), Bobby Porter (remote), Nancy Archer, Peter Reale.

Staff: Donna Wotton

1. Approval of August 8, 2023 board minutes, and minutes of October 3, 2023, special meeting minutes. Motion to approve the minutes and wave reading by Lance Clark. Second by Pam Nolan. Approved.
2. Financial Report. The Alliance is ahead of pace on annual contributions with \$400,000 in private and grant funding received to date. Operating expenses are slightly down while salaries are up due to an increase in staff. Total assets are \$4,051,661, but this will drop as program expenses for 108 Montcalm and Childcare increase. No payment is expected from the Ti Golf project this year. Various avenues are being pursued for a restaurant.

The expenditure of \$43,025 for the Executive Director through September on the Profit and Loss Comparison is incorrect.

**ACTION:** Kathleen to review and correct.

Discussion on Ti-Works: Rent is \$900/monthly, plus 75% of revenue, which represents a shortfall of about \$7,000 total across the years. There is no written contract; there is a handshake agreement with no stated expiration date. Ti-Works also serves as our office.

Motion to accept the financial report with the noted correction required by Sandy Morhouse. Second by Chris Mallon. Approved.

3. Board Business
  - A. Chair. Peter was nominated to be chair and declined. Motion to nominate Sandy Morhouse Chair by Pat Ida. Second By Peter Reale. Accepted by Sandy Morhouse. Approved. and accepted the position as board chair.
  - B. DRI. 108 Montcalm has moved to the final recommendation stage, which will be decided by the State. One area in which we did not score is match. Assuming we receive the DRI grant

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then those funds will go towards our contribution for a Restore NY grant. The Local Planning Committee was tasked with sending projects totaling \$12-\$15 million to the State (plus back-up projects). \$14.2 in total has been proposed to the State. The State will allocate a total of \$9.7 million. The following projects were recommended to the State:

- 6 Montcalm Circle Court addition of eight rooms \$1,136,280. Tie vote
- 103 Montcalm Performing Arts Center \$2,115,008.
- 108 Montcalm Ti Alliance Project \$1,264,552
- 109 Montcalm Natural Foods Coop \$375,180.
- 113 Montcalm Punky Noodles \$250,355.
- 116 Montcalm Cobbler's Bench/Perlman Hotel \$2,300,000.
- Montcalm Streetscape Improvements \$4,055,545.
- Adirondack Drive Improvements \$565,872.
- Riverfront Recreation Improvements \$753,957.
- Bicentennial Park Improvements \$1,415,063.
- Ice Rink Improvements \$783,650.
- Small Projects Fund \$600,000 For projects less than \$100,000.
- Ticonderoga Marketing and Branding \$330,000.
- Public Art Fund \$240,000.
- Agway Demolition \$435,000. The property will be sold by the owner to the County, and most likely owned by the Land Bank and turned into a green space.

- C. 2024 Goals and Strategies. Goals and Strategies were prepared by Donna Wotton, Bobby Porter, and Nancy Archer. Motion to approve the 2024 Goals and Strategies by Scott Hearburg. Second by Peter Reale. Approved.

**ACTION:** Nancy Archer will work with Donna to identify economic indicators that can be used to track Ti-Alliance project impact e.g., women in the workforce (survey of parents enrolling children in the childcare center), students returning/remaining in the Ti area, etc.

- D. 2024 Budget. Each major project has its own bank account making it easier to monitor and/or audit expenses. Together with QuickBooks this will help regular monitoring for each bucket. The proposed budget is in the negative territory by (\$32,000).

**ACTION:** 10% of noted salaries should be added to cover social security and Medicare costs.

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**ACTION:** Donna will contact the Coop to advise that Ti-Alliance cannot be used as a pass through for donations to the Coop.

**ACTION:** Monitor the budget monthly to make sure we do not go further into negative territory.

Motion to approve the proposed budget with the above suggested revisions by Sandy Morhouse. Second by Scott Hearburg. Approved.

#### 4. Committee Reports

##### A. Development Committee.

1. 2023 Fall Fundraising Strategy. Each goal will have a fundraising methodology for operating expenses of the organization versus program costs. E.g., advising donors that 10% of the contribution. Including restricted funds, will go toward operating expenses necessary to manage the program, unless the donor specifically refuses to do so. The goal for Giving Tuesday 28 November is to raise \$30,000, including board contributions. There are an additional \$200,000 donations expected that will fund our operations.
2. Huffman \$10,000 education challenge is still in place.

**ACTION:** Donna email Sandy to contact Deb regarding her contributions for 2023 and 2024.

**ACTION:** Sandy Contact Deb regarding \$50,000 remaining for 2023 and contribution for 2024.

##### B. Audit Committee. The 2022 and 2023 audits are in process by West Financials in Plattsburg. The cost will be \$10-\$12,000.

**UPDATE:** Cost reduced to \$7,950

##### C. Governance.

- i. Childcare Project Procurement Committee. Lance Clark, Scott Hearburg, Pam Nolan
- ii. 108 Montcalm Project Procurement Committee: Sandy Morhouse, Bobby Porter, Peter Reale.
- iii. Procurement Policy.

**ACTION:** Chris Mallon and Lance Clark will further review the procurement policy to ensure the board retains its fiduciary responsibility, and ensure the board has a right to veto a decision

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by either the Executive Director or Project Procurement Committee (PCC). It should be clear that any PCC member has the right to bring to the board a decision with which s/he disagrees.

5. Program Updates.

- i. Childcare: Contracts in process with Northern Borders Regional Commission (NDRC). Nothing can proceed until a notice to proceed is received from the donor. Contracts required with DRRC, Lake George/Lake Champlain Regional Planning Board (LG/:LCRPB) Operators: Silver Bay and Small Tales in Warrensburg and Chestertown (this would be their third location). Both are experienced potential providers.

RFP is out there but not getting any traction. Need engineers and plan in place first then will immediately advertise for the work on St. Mary's (sinks, ramps, HVAC, etc.) Putting the word out so there is anticipation of the RFP. St. Mary's is 100% behind the center. Mutually working out a lease between St. Mary's and the chosen provider.

Staffing is moving along; 14 potential staff. 2 potential director level people. OCFS walk through is completed to ensure we have all their requirements covered in the St. Mary's building. Objective is to have all these components in place and then OCFS will provide the final license to operate. We are teeing up as many staff as possible and they then take over the pool we have forwarded to them.

Financial commitment of Ti-Alliance: construction, set up of rooms, etc. to help the operator break even. Endowment is being raised to help top up salaries; Target is \$650,000 controlled by Ti-Alliance. Cash in for operating expenses will be needed.

ACTION: Timeline with expenses showing contributions from Ti-Alliance and income from operator, including subsidies, and what the endowment should generate over time as we move forward.

NY and the federal government have considerable subsidies for childcare, including an increase in the income level to receive subsidies making more families eligible. NCCC will run their 6-week Certification course for childcare staff as soon as the operator has staff on board.

Fundraising for childcare: We have on hand \$400,000 almost plus others in the pipeline, including Steward's \$25,000. Charles R. Wood, \$100,000 pending, pledges, Cloud Splitter, Rowen Foundation. Once received we will have the \$650,000 required. We will have a

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contract with the operator, not for the operation of the center, but for our commitments and theirs toward the center.

Punky Noodles will start childcare in November.

**UPDATE:** Charles R. Wood Foundation confirmed grant award of \$100,000.

- ii. Scholarships and Classroom: Danta Brown (Bricklayers Union) and Connor Rafferty (CV-TEC Class B Drivers Academy) have completed their coursework and are working in the Ti area in their chosen fields.

A new brochure is available for Career Exploration and Professionals in the Classroom. Plus, other interactive career, investment, and money management learning opportunities in the classroom, and trips outside the classroom including to Sylvamo.

- iii. Housing: Regan is still working on gaining sewer access and is not able to go to the planning board until this is accomplished.
- iv. Recreation. Pending. There is a technical grant in the pipeline for exploration of a recreation economy in which we may have an interest when it is available.

Motion to move to Executive Session by Peter Reale, Chris Mallon second. Approved.

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