



Board of Directors Meeting – Tuesday, April 11, 2023
Location: Trail North Federal Credit Union Conference Room

The meeting will be broadcasted to the public via Zoom
<https://us02web.zoom.us/j/88148610072>

1. Approval of minutes of February 14, 2023 meeting
2. Executive Session – Motion by Scott Hearburg, second Chris Mallon, carried
3. Move to return to BOD Meeting – Motion Nancy Archer, second Scott Hearburg, carried
4. Financial Report – Donna Wotton for Pat Ida
 - Charles Schwab - \$123,000 in the Endowment fund plus \$5500 in TNFCU that will be moved to the account. We are holding about \$31,000 total in cash at Schwab that was being held while the market stabilized, but that will be reinvested shortly. Currently expecting a distribution of \$1,620 that we will likely roll over rather than using for scholarships this year.
 - 108 Montcalm - \$89,000 in the project fund and expecting a mid-year donation of \$50,000.
 - \$399,000 in our general checking and would like to move \$250,000 to an interest-bearing account to draw 4.25%.

Motion: Scott Hearburg moved that we take \$250,000 and put it into an interest-bearing account, Seconded by Lance Clark, Carried.

- Ti-Golf money should all be in a restricted account. Creating a new restricted account for childcare funding.
 - Current assets minus what we have out to Ti Golf and other notes, is just under \$715,000
 - Kathleen has entered our budget into Quickbooks so that we can always know how we are running to budget. Currently running substantially under budget because some project expenses (like childcare program manager) have pushed out on our timeline. Great to be able to track this way.
 - Paperwork has been completed and the ownership of 108 Montcalm has moved back to Ti-Alliance from the LLC. Should be fully tax exempt now.
5. Board Business
 - 108 Montcalm Plan
 - i. Contractor Status – We are in final negotiations with Donny Paige to be the general contractor on the project. As soon as the contract is executed, he and Scott Hearburg will finalize a timeline and engage with the engineering firms for final direction and quotes. Peter Reale offered his help in reviewing bids too.
 - ii. We expect to hear from RestoreNY in the early part of May regarding our grant application. If we do not receive the grant we will move forward on the roof and abatement with DRI funding (when available), private funding, and begin applying for additional state grants in the CFA cycle. We are committed to doing at least the roof and abatement. Once they are done we can move forward with development at whatever pace is appropriate based on whether we get the RestoreNY grant or not. Roof must be on before next winter.

- iii. Kathleen and Donna are exploring all our resources for construction bridge financing.
- DRI Update – At this time the state has not fully engaged with the town. As soon as we have direction, we will update the board on status. If we don't have RestoreNY \$\$, we might be able to up the amount of the request in the DRI.

ACTION: Mark will ask the state if they can post the application so that people would know what projects were submitted.

- Essex County Land Bank Update: PRIDE is taking the lead on this as the official partner and administrator of the ECLB. It will be a county-wide program and their first project is in Upper Jay. But this could ultimately be a good follow on to the initial Derelict Buildings Program that Ti-Alliance initiated with the town that would bring some of the worst properties back to the market.
- Donna on vacation June 1-10, 2023 and will be in California and Montreal.

6. Committee Reports:

- Development Committee
 - i. Recent donations: We received a generous unrestricted donation for general operating expenses, and \$16,000 from the Adirondack Foundation in partnership with the Birth to Three Fund and the Bill and Lisa Powers Family Fund.
 - ii. Recent & Upcoming Grant Applications
 - Notification on RestoreNY for 108 due in a few weeks
 - Childcare funding outreach:
 - a. Elise Stefanik \$500,000 Discretionary Congressional Funds (denied)
 - b. NBRC Letter of Interest submitted for \$247,000. If invited, applications are due June 2 and notifications are at the end of August.
 - c. Charles R. Wood Foundation \$100,000 submitted, notification should be by the end of May
 - d. Stewarts will provide some funding, but not the 50,000 we requested. However, they will provide additional funding when we have secured more funding from other sources and we get closer to project completion.
 - e. Cloudsplitter discussion is very positive. They are reorganizing their grant review team and don't expect to do more granting until early fall. But this is a high priority for them and they expect to be able to help.
 - f. HHHN is going to help out but they are currently figuring out if they can provide funding from the HHHN Foundation or if they need to wait for the Rugge Center to be operational so that they can provide funding from that.
 - g. Beginning initial outreach to private donors.
 - Donna has an invitation to present at the Silver Bay Homeowners Association on 7/31. They have funding and expertise and they would be interested in being more involved in our work.

- Claire’s new crowdfunding ability in our new system that utilizes sports – “Play Pickle for Ti-Alliance”, Sailing for TA, etc. We’ll be launching it in May and getting all our friends to raise money as they do all their favorite things, engage their friends, etc. It’s similar to the way people raise money for charity walks and runs. The first one will be for the Scholarship Endowment Fund. Next one might be for childcare, etc.
- iii. Nancy Archer and Donna to work on a high end donor appreciation party for our very highest donors. Donna to develop the invite list. This would be sponsored by the board, not TA funds.

UPDATE: Working on this for June 23 5-7 pm. Save the Dates have been sent to the list of donors and board members. Please let Nancy know if you are not able to attend. Planning underway.

- iv. Scholarship Endowment – Donations update to \$150K, holding \$40K until market rebounds a bit. Lost 12% 2nd half of 2022. New drive for spring donations.
- Governance Committee:
 - i. Evaluation Surveys – Thanks to all the board members for providing their evaluations. Overall rating is 3.8 on a scale of 4.0.

ACTION: Donna will provide original survey responses to **Lance**. He will follow up with board members to be sure that we are addressing any concerns they may have.

Areas for improvement include

- The Board setting clear and measurable performance goals for the Authority that contribute to accomplishing its mission. (Board needs to have a larger role in setting the annual goals – Donna needs to involve them more in the annual goal-setting process in the fall, and to delegate more responsibilities to board members.)
- The Board reviews and approves documents and reports prior to public release and is confident that the information being presented is accurate and complete.

ACTION: Donna will attach the adopted 2023 Goals and Objectives to the meeting minutes and put a review on the agenda for the June meeting. We will create a subcommittee in the fall to establish the 2024 Goals and Objectives and submit to the board for approval. Goals should be lofty, objectives more specific.

- The policies, practices and decisions of the Board are always consistent with this mission. (Chris suggested and board agreed that we should have a conscious discussion a few times a year to evaluate our adherence to mission to keep us on track).

ACTION: Donna will work to create some avenues of more consistent communication with the board and ways to improve the ratings in these areas.

- ii. PARIS – We are currently somewhat out of compliance with NY State because our audit will be late. Our previous audit firm is no longer doing non-profit audits. The good news is that we have found a new auditor in Middlebury that specializes in non-profit audits and material is in their hands. We’re hoping to have the audit back by the June extension that ABO has given us. Now going to cost us about \$10,000.

- iii. Procurement Policy –The current posted procurement policy was drafted and approved in 2015. It needs to be updated to better fit our current needs. Our Procurement Committee (Lance, Chris, and Sandy) have reviewed and explored policies from other similar sized LDC non-profits. They will be making suggestions on how we can simplify, and provide a policy that we can manage as a small organization, and implement in a responsible way. Also worth noting that state and federal grants have a set of procurement requirements that we will need to adhere to when utilizing their funds.

At this time, multiple bids have been provided for our RestoreNY application, but nothing contracted for 108 Montcalm. Once our general contractor is in place, we will finalize engineering work and then go back to the bidders (and possibly others) for final bids. First round was speculative in order to identify the funding required. We would like to have the Procurement Policy in place for this project.

ACTION: Donna will review and edit current policy and provide to Governance Committee.

ACTION: Board. When we have a draft that will achieve our goals of responsible procurement with checks and balances, we will have a special board meeting for ratification. Deadline by end of May.

ACTION: Sandy to explore how our contractors can utilize our tax exemption when purchasing materials for our projects. Contact State Comptrollers office?

Kathleen Coffman is prepared to give us more time to be our grant/construction administrator. She has many years of experience in this area (through administration of her husband’s construction business) including adhering to procurement policies, bidding formats, etc. She will participate in the process to create our policy so that it is reasonable to administer and the process of evaluating bids.

7. Program Updates

- School/Workforce Development/Scholarships

- i. April 27: Ticonderoga Job Fair Day, student job fair at Ti High in the morning, adults at NCCC in the evening. Donna will be going into Maria Bagneschi’s class to work with Juniors and Seniors on their resumés and interviewing skills prior to the fair.

UPDATE: The fair was really improved this year with students much more engaged and employers very pleased with the caliber and number of applications they got. Melinda and Claire did a great job in coordinating all the kids and employers. The new rep from Brilliant Pathways was a big help as she is an ex-teaching aid in the school and knows all the kids. She facilitated direction for many students and helped everyone have a productive experience.

- ii. Postponed trip to Sylvamo cancelled due to an unexpected shutdown.
 - iii. Great trip to Hudson Headwaters with tours and great demonstrations for kids from Ti, Moriah, Schroon Lake and home schoolers. Activities included suturing an orange, reading x-rays, and other fun stuff. Kids love it.
 - iv. We have been working hard to expand the connections with BOCES & placement of graduates. Many of the employers said that they had lots of BOCES students make applications for work in their “disciplines” of construction trades, earth sciences, medical support. We also provided our list of area employer contacts to BOCES’s placement team and they are working to place Ti graduates back in our community this year. Also working with them for potential employees for the childcare program. Progress!
 - v. Scholarship cycle is open for application. Applications are due May 15. Just graduated Andrea Paige from Welding School and Michael O’Donnell will be graduating in May from SUNY Adirondack. Eman, Jack Michalak, and Andrea Cooke will be continuing their studies next year, and we will have some new applications as well. It’s a strong year for the scholarship program.
 - vi. Eman Qamar will be our Ti-Alliance summer intern this year. In consultation with Dr. Kristin Mack, we have identified some projects for her that will expand her administrative and computer skills in ways that will help in her nursing program.
- Childcare Update
- i. We appear to be moving forward with the prospect of hosting childcare in the school next year. The Office of Children and Family Services (OCFS) met with our team and provided guidance on what would need to be done to the building to make it compliant. Joe Vilaro is doing our drawing and engineering work pro-bono. Next steps: Continue negotiations on the location, interview/identify potential operators and staff, and fundraise in earnest (approximately \$1.1M is the goal).
 - ii. We are currently hunting for our part-time Childcare Program manager. This person would lead our effort, coordinate the interviews with providers, assist with fund-raising, assist with construction management, direct the committee, etc.
- ACTION:** Donna will convene a group to develop a job description.
- iii. Regan Development is putting 6,000 square feet of space in the first floor of their proposed building for childcare, but that won’t be ready for a couple of years. It represents the possibility of expanding our childcare capacity in the future, which is exciting.
 - iv. An individual provider is working on a plan to provide a small setting in downtown Ticonderoga and could possibly be coming to our Entrepreneurs Fund for a little operating capital. Scott will monitor the situation.

- Downtown Development

- i. Prospective coffee business – Ti-Alliance has been talking with a successful coffee/café company in Saranac and Lake Placid that is interested in opening a third outlet in Ti.
 - ii. Steve Miller has been investigating the possibility of utilizing the auction building downtown as a cultural center for arts and workshops. Possible partnership with Ti Arts and other groups. Needs investors and an operator.
 - iii. Space at the light at Walmart is being cleared and is going to be storage facilities.
- Housing Update
 - i. Regan is to go before the Planning Board in July.
 - ii. Mary Mazzotte just renovated the house at 31 Montcalm and is selling it for \$229,000. Perfect for first time homebuyers (4 bdr. 2 bath, great yard). Next project is a small house up on Iroquois.
 - iii. Racanelli is building new apartments in the burned out buildings. Construction to start this summer.
- 8. New Business/Old Business
 - Discussions with ORDA (Olympic Regional Development Authority) about expanding our outdoor recreation options in our community for both residents and visitors. They could possibly port programs that they have done in Keene Valley and Tupper Lake. Large number of kids in those school systems participate in their weekly cross country, inline skating programs (winter and summer), mountain biking, and other sports. They can cowrite grants with us, provide coaches to help create the program and coach kids, etc. Would provide both expanded recreation and fitness for our own community as well as visitors. Will be bringing in the Town Parks and Rec (Joyce Cooper) and Shawn Ross, the school gym teachers, The Fort, Ti-Golf, Ash Alexander, and others into the discussion. Working with Paul Wylie (former US Champion Figure Skater and now President of ORDA) and Kris Cheney-Seymour (former US cross country and biathlon, now a US coach and heads up programs at Mt. Van Hovenberg).
- 9. Move to Adjourn – Motion Scott Hearburgh, Second Sandy Morehouse, carried.

Next Scheduled Meeting: Tuesday, June 13, 2023, 3 PM EST, In Person (Location TBD) & Virtual
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