Lark Street Business Improvement District
June 2, 2026
Board Meeting Minutes

Board Members Present: Erica Scheer, Chris Burke, Leigh Jagareski, Deirdre Brodie, Dan Fitzgerald, Daniel Odabashian, Dan Woycik, Susan Pedo, Mark Brogna

Other Attendee(s): Jeff Gordon

I. **Welcome and Introductions (Chris)** - Chris welcomed everyone to the meeting.
II. **Confirmation of Quorum** - Quorum was achieved.
III. **Approval of Minutes** - The May Minutes were approved.
Motion: Approve Minutes (Mark, Dan F., all in favor)
IV. **Chairman's Report (Chris)** - Chris reported that planters are scheduled to be installed next week, with efforts underway to finalize a reliable watering plan through collaboration with the Central Avenue BID. He also provided an update on ongoing discussions with Empire State Development regarding a regional façade improvement program, noting that the proposal remains in the early planning stages as match requirements and program details continue to be developed. The Board will revisit the proposed part-time staff position in July, when a small working group will further refine the job description, hiring structure, and budget considerations before recruitment begins. He also emphasized the importance of developing a comprehensive strategic plan and discussed the possibility of engaging outside assistance to facilitate the planning process. Members agreed that planning for the new staff position and the strategic planning initiative should move forward together, as the position is expected to support implementation of the organization's long-term goals.
V. **Finance Committee Report (Dan O.)** - Dan O., Treasurer, reviewed the current financial statements and reported that several accounting categories will be refined to improve the accuracy and presentation of monthly financial reports, including enhanced tracking of event-specific revenues and expenses. The accountant is expected to complete the organization's outstanding tax filings for 2023–2025 within the next few weeks. Significant progress has also been made on the Albany County ARPA grant, with documentation nearly complete to secure reimbursement of the remaining grant funds, which will replenish unrestricted funds for previously incurred street beautification expenses. Minor accounting adjustments related to assessment revenue timing, rent payments, and depreciation will also be addressed as part of ongoing financial reporting improvements.

The Board also reviewed the financial status of Art on Lark, noting that approximately $34,000 had been secured through sponsorships, vendor fees, grants, and the BID's $10,000 contribution. Organizers continue to reduce event expenses and pursue additional sponsorships to close the remaining funding gap. The Board acknowledged that while the event is expected to come close to breaking even, any significant shortfall would require further Board discussion. Members also emphasized the importance of conducting a post-event evaluation and establishing clearer contracts, defined responsibilities, and stronger financial planning processes for future events.

VI. **Membership Committee Report (Dan F.)** - Dan F. provided an update on preparations for the Annual Meeting, including the distribution of meeting notices, election materials, and member communications. The Board reviewed the election timeline, nomination process, and ballot requirements to ensure compliance with the organization's bylaws. Three board seats are on the ballot—two commercial owner seats and one residential owner seat—and members were encouraged to submit nominations for the remaining vacancy. Plans are underway to verify voter eligibility through member sign-in and registration at the meeting. The Board also discussed opportunities to improve future board recruitment and potentially revise the bylaws during the upcoming strategic planning process to better reflect current membership categories. Additional planning included meeting logistics, outreach to elected officials and community partners, and announcing future business training opportunities for members.

VII. **Events Committee Report (Leigh)** - Leigh reported on preparations for Art on Lark, noting that final planning is focused on volunteer recruitment, event logistics, and day-of coordination. A family-friendly Kids Zone has been organized featuring live music, games, crafts, face painting, balloon art, story time, and other free activities. Board members were encouraged to volunteer for event setup, operations, and cleanup. The Committee also discussed final logistical needs, including event signage, restroom access, and coordination with nearby businesses and construction partners to ensure a safe and successful event. Overall, planning is on schedule, with final preparations underway for the festival.

VIII. **New Business** - The Board discussed several community and neighborhood issues, including the potential use of speed cameras to improve pedestrian safety and utilize an ambassador program to increase the presence of trained personnel on Lark Street. Members also received updates on vacant and redevelopment of properties, discussing opportunities to attract new businesses and encourage investment in the corridor. Additionally, the Board identified commercial trash management as a growing concern, citing its impact on neighborhood appearance and public health. Members agreed that existing city regulations do not adequately address commercial waste issues and determined that the topic should be brought back for further discussion at a future meeting, including consideration of potential policy recommendations and advocacy efforts.

IX. **Adjournment** - The meeting was adjourned.
Motion: Adjourn Meeting (Dan F., Mark, all in favor)

Recorder,

Erica Scheer
Secretary of the Board