

A meeting of the Board of Directors of the Empire State Plaza Performing Arts Center Corporation was on the internet via ZOOM on Wednesday, September 21, 2022 at 12 noon.

PRESENT:

Bradley Allen
Michael Avella
Susan Cleary
Tony Esposito
Jim Malatras
Vince McArdle
John Regan
Maston Sansom
Jim Sullivan

STAFF: Peter Lesser, Matthew Moross, Bill Darcy

Chairman's Report: Tony Esposito asked for a motion to approve the minutes of the March 2022 meeting. A motion was made and seconded and approved unanimously.

Executive Director Search Report: John Regan reported that there was no update.

Financial Report: Matthew Moross reported that we were still awaiting some final documentation in order to receive a final draft of the audit. Jim Sullivan noted that there were no areas of concern in the initial draft. It was agreed that a vote to approve the audit would take place at the November meeting pending receipt of the final draft.

Matthew Moross summarized the current financial report, noting that revenues were a bit higher than anticipated. Peter Lesser added that the ticket sales for the fall performances were well below expectations and that several events were being cancelled, including conferences, due to low attendance. He also pointed out the discrepancy between the amount received and budgeted for the Shuttered Venue Operators grant which was reallocated by the auditors and the OGS rental amount which had increased – both of these line items were changed after the budget was approved.

Staff Expansion: Peter Lesser summarized the production department's request to increase the hourly wages of per diem workers and to add four full time positions in order to adequately staff the event schedule. Bill Darcy noted that there was an industry wide shortage of qualified employees and that by offering more secure employment at higher compensation would better position The Egg to staff events. Tony Esposito noted that the per diem pay increases had been approved but the addition of full time, salaried positions would need further exploration. Jim Malatras noted that the board would like to support a staff expansion but needed to receive more information on how it would affect The Egg's finances going forward. It was determined that a personnel committee consisting of Susan Cleary, Bradley Allen and Jim Malatras would meet to discuss the matter.

Event Security Protocols: Tony Esposito reported that due to the recent change in the concealed weapon law, staff members had inquired about the possibility of using metal detectors at entry points to the theaters. Matthew Moross noted that Broadway theaters in New York City as well as some area theaters were using the devices. A request for proposal that was sent to security consultation firms resulted in only one response from Guidepost Security. K & S Security which currently provides services for events was also asked for their input on the matter. It was agreed that these documents be sent to the full board for their consideration.

Executive Director's Report: Peter Lesser referred to the activity document sent in advance in lieu of any further report.

Adjournment: There being no further business, a motion was made and seconded to adjourn the meeting. Passed unanimously.

A meeting of the Board of Directors of the Empire State Plaza Performing Arts Center Corporation was held on Wednesday, November 16, 2022 at 12 noon at the Swyer Theatre.

PRESENT:

Bradley Allen

Susan Cleary

Tony Esposito

Mary Griffin

John Regan

Joyce Shenker (via conference call)

Jim Sullivan (via conference call)

STAFF: Matthew Moross, Bill Darcy, Peter Lesser (via conference call)

Chairman's Report: Mary Griffin introduced herself as the newly appointed chair of the board. She was joined by the other members of the board in thanking Tony Esposito for his service as Acting Chair and his participation on the board since 1998.

Minutes of the September meeting: A motion was made to approve the minutes of the September, which was seconded and approved unanimously.

Financial Report: Matthew Moross reported that we were still awaiting some final documentation in order to receive a final draft of the audit. He summarized the current financial report, noting that ticket revenues were a bit lower than anticipated. Peter Lesser added that the ticket sales for the fall performances were well below expectations and that several events were being cancelled, including conferences, due to low attendance. In his communications with other venues, he noted that attendance trends were similar with older audiences a bit slower to return following the pandemic shutdown.

Security Committee Report: Bradley Allen reported that the committee had met along with representatives of the K&S Security team and OGS staff members to discuss the development of a mutually agreeable security plan that may include the purchase and use of walk through metal detectors for selected events. The committee intends to develop a document of security protocols and procedures that may include guidelines for events as well as the handling of medical and other emergencies. It was noted that the NYS Office of General Services was in the process of procuring metal detectors for its own use and that The Egg could also take advantage of the state contract agreement should it decide to proceed with the purchase. The possibility of repurposing the detectors being replaced by OGS for use by The Egg was also suggested.

It was agreed that the security plan would continue to be developed in consultation with K&S Security, NYS Office of General Services, NYS State Police, NYS Fire, City of Albany and other agencies that may be involved in providing emergency services. Therefore, The Egg would not engage Guidepost Security, the firm that had submitted a proposal to provide consultation services, at this juncture.

Personnel Committee: Susan Cleary reported that the committee had met to discuss the production department's request to add four full time positions in order to adequately staff the event schedule. She noted that the committee would like to support a staff expansion but did not feel that it had the financial resources to make a long term commitment to adding full time salaried positions with benefits. It had developed a series of short-term measures including the use of outside production companies and the possibility of offering short-term contracts to employees. Bill Darcy said that he felt that the full time salaried positions offered the best potential to reliably staff the department. It was determined that the committee would meet again and include staff members Bill Darcy and Matthew Moross to determine how the proposed expansion could be supported financially.

Executive Director Search Report: John Regan suggested that the board go into executive session to discuss this personnel issue. A motion was made and seconded to go into executive session and approved unanimously.

Executive Session: The report and recommendations of the Law Firm of Goldberger & Kremer regarding the process and procedures for hiring a new executive director was discussed. It was determined that the board would meet in special session to finalize its plan going forward at a later date.

A motion was made, seconded and approved unanimously to return to the regular meeting.

Adjournment: There being no further business, a motion was made and seconded to adjourn the meeting. Passed unanimously.

A meeting of the Board of Directors of the Empire State Plaza Performing Arts Center Corporation was held on Tuesday, December 13, 2022 at 12 noon at the Swyer Theatre.

PRESENT:

Bradley Allen

Susan Cleary

Tony Esposito

Mary Griffin

John Regan

Maston Sansom

Joyce Shenker

Jim Sullivan

STAFF: Peter Lesser (via conference call)

Call to order: Chair Mary Griffin called the meeting to order and asked for a motion to go into executive session to discuss a personnel issue. A motion was made and seconded and approved.

Summary: After discussion, a motion was made that the Chair would appoint a search committee to select and engage an executive search firm to conduct the search for a new executive director. The motion was seconded and approved.

A motion was made and seconded to return to the regular meeting.

Adjournment: There being no further business, a motion was made and seconded to adjourn the meeting. Passed unanimously.

A meeting of the Board of Directors of the Empire State Plaza Performing Arts Center Corporation was held on Wednesday, February 15, 2023 at 12 noon at the Swyer Theatre.

PRESENT:

Bradley Allen
Catherine Barber
Susan Cleary
Tony Esposito
Mary Griffin
Scott Palladino
John Regan
Maston Sansom
Jim Sullivan

Michael Avella (via conference call)

Joyce Shenker (via conference call)

STAFF: Matthew Moross, Bill Darcy, Peter Lesser (via conference call)

Chairman's Report: Mary Griffin called the meeting to order and introduced new board members Catherine Barber and Scott Palladino who each provided some background information on themselves.

Minutes of the November and December meetings: It was noted that Michael Avella had been omitted from the list of those present at the December meeting. With that change in mind, a motion was made to approve the minutes of the November and December meetings, which was seconded and approved unanimously.

Executive Director Search: Mary Griffin reported that the firm of DrWaterstone was selected by search committee to lead the search for a new executive director. Meetings with members of the firm have taken place with both the search committee and staff members as well as former board member Jim Malatras. Bill Darcy and Matthew Moross said that their meetings with the firm provided them with an opportunity to share their thoughts on the skills and experience needed for the next executive director. It is expected that the interview process would commence in April.

2023-24 Budget: John Regan summarized the 2023-24 budget proposal, noting that generally it was anticipated that income and expenses would increase by approximately 10% over the current year. He noted that the Shuttered Venue Operating Grant funding would not be available for next year. He also pointed out that board expenses – which included both attorney fees and executive search firm costs in the current fiscal year – would return to its customary amount of \$1,000. He also said that he hoped that membership dues would increase over the budgeted amount. Mary Griffin suggested that all directors become members of The Egg. Peter Lesser agreed to send information regarding membership with the next meeting notice. A motion was made and seconded to approve the budget as submitted. Approved unanimously.

Security Committee Report: Bradley Allen reported that the committee had met along with representatives of the K&S Security team and OGS staff members to discuss the development of a mutually agreeable security plan that may include the purchase and use of walk through metal detectors for selected events. He was still awaiting the cost of the detectors through the state contract agreement as well as the possibility of repurposing the detectors being replaced by OGS for use by The Egg. Peter Lesser noted that the committee would be meeting with the NYS Police on February 16 to plan for active shooter training for staff and volunteers.

Personnel Committee: Susan Cleary reported that the committee had met to discuss the production department's request to add four full time positions in order to adequately staff the event schedule. It was agreed that a full time member of the production and operations staff would be added, who would be cross trained to handle both theatrical events as well as corporate meetings and other activities. Bill Darcy reported that the position was being advertised.

Executive Director Report: Peter Lesser referred to a written activity report noting that although the number of events were still lower than pre-shutdown levels, that overall attendance appeared to be on the increase. He also reported that rental activity was also returning to previous levels. Regarding the facility upgrade and improvements, he noted that the work was now tentatively scheduled for the summer of 2024. Bill Darcy added that there was consideration of completing the work over a continuous nine month period instead of over three summers.

Adjournment: There being no further business, a motion was made and seconded to adjourn the meeting. Passed unanimously.

A meeting of the Board of Directors of the Empire State Plaza Performing Arts Center Corporation was held on Wednesday, May 17, 2023 at 12 noon at the Swyer Theatre.

PRESENT:

Bradley Allen
Catherine Barber
Susan Cleary
Mary Griffin
Scott Palladino
John Regan
Maston Sansom
Jim Sullivan

Michael Avella (via conference call)

STAFF: Matthew Moross, Bill Darcy, Peter Lesser (via conference call)

Chairman's Report: Mary Griffin called the meeting to order and following the roll call of attendance thanked the members of the board for their participation in the interviews with the candidates for executive director which preceded the meeting. She expressed her appreciation for the leaders of DriWaterstone, the firm that conducted the search and shared her hope that the board could select a candidate during the executive session.

Minutes of the February meeting: A motion was made to approve the minutes of the February 2023 meeting, which was seconded and approved unanimously.

Financial Report: Matthew Moross summarized the April financial statement noting that there was no significant variance in the budgeted income and expenses He also noted that the annual audit would commence soon. A motion was made and seconded to approve the financial report as submitted. Approved unanimously.

Security Committee Report: Bradley Allen reported that the committee had met with representatives of Guidepost Security regarding their proposal to analyze and recommend event security procedures and protocols. It was generally agreed that the firm had the expertise and experience to provide the requested guidance, however it was recommended that any further action be postponed until the new executive director was hired.

Personnel Committee: Susan Cleary reported that Katherine MacLellan had been hired for the full time technical position approved by the committee. It was noted that Katherine had been working for The Egg for several years as a per diem employee and was well qualified for the position. In addition, she was also continuing her education in order to receive theatrical certifications.

Executive Director Report: Noting that the board had been in session for a number of hours due to the interviews, Peter Lesser referred to a printed activity summary in lieu of an oral summary. John Regan questioned the reasons for the necessity of evicting Park Playhouse from the construction and storage areas. It was explained that due to three citations for fire hazards that staff felt that for safety reasons, it was in the best interest to have them leave the premises. There were no fines imposed, however it would result in a loss of rental income until such time as a new tenant is found.

Executive Session: There being further regular business, Mary Griffin asked for a motion to go into executive session to discuss personnel matters. A motion was made and seconded and approved unanimously.

Adjournment: Following the Executive Session, a motion was made and seconded to return to the regular meeting. There being further regular business, a motion was made and seconded to adjourn the regular meeting. Passed unanimously.