

A meeting of the Board of Directors of the Empire State Plaza Performing Arts Center Corporation was held on Wednesday, September 20, 2023 at 12 noon at the Swyer Theatre.

**PRESENT:**

Bradley Allen

Catherine Barber (via conference call)

Christopher Cernik

Susan Cleary

Mary Griffin

Scott Palladino

John Regan

Joyce Shenker (via conference call)

Jim Sullivan (via conference call)

**STAFF:** Matthew Moross, Aleks Stojanovic, Peter Lesser (via conference call)

**Chairman's Report:** Mary Griffin called the meeting to order and following the roll call of attendance, in an introductory preamble, urged board member in-person attendance for future meetings in order to reach a quorum or participate in an issue vote. Brad Allen outlined current 'open meeting' rules and regulations in New York State. Mention was made of efforts to expand the board with new members in the future. Mary then discussed the September 5<sup>th</sup>, 2023 hiring of Diane Eber as The Egg's new Executive Director and the two-month contract that retained the firm of Baker Public Relations, Inc. to announce Ms. Eber's appointment and to continue to raise community awareness of The Egg. Mary further acknowledged former Executive Director's contributions to The Egg over his many years of service. The sentiment of appreciation was echoed by the other board members. Ms. Eber expressed her personal gratitude for the assistance and support that Mr. Lesser provided her during this transition. Mary finalized her report by noting the upcoming board meeting calendar in the year ahead.

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

**Financial Report:** John Regan presented the board last fiscal year's audit draft, and requested input or questions regarding items in the draft. It was noted that the audit draft presented "nothing out of the ordinary" during The Egg's 2022-2023 fiscal year with few auditor notations but with no ongoing concerns. It was agreed that pending the addressing of the notations, the audit draft would be approved. Matthew Moross then summarized this fiscal year's financial health. He noted that with the venue's increased use activity that exceeded the budget's expectations, revenue was notably increased in both event sources and in membership support. While not matching pre-COVID numbers, membership numbers have increased consistently as the industry is resuming normal operations. Current financial surpluses would likely be invested in short-term T-Bills to further enhance funds through interest bearing

accounts but still remain reasonably accessible as institutional needs arose. A discussion ensued regarding the positive merits of membership concerts and the potential for additional membership programs to continue building a strong supporter base. Motions were made to approve the audit draft, (pending notations being addressed,) and the current financial report was seconded and approved unanimously.

**Personnel Committee:** Susan Cleary presented the board with a proposal to amend The Egg's Employee Handbook with regard to employees requesting compensatory time off. A discussion was had whether or not wording should include lead time for requests, but given the nature of the business, it was agreed to try limiting the revision to supervisor/executive director written notification subject to approval. If necessary, the wording may be revised again in a future board meeting if the compliance isn't sufficient. A motion was made and seconded, and the revised as agreed upon today was approved by the board.

**Executive Session:** There being no 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 Executive Session, a motion was made and seconded to return to regular meeting, and being there was no further business, a motion was made to adjourn the regular meeting, and was passed unanimously.