

These are the minutes of 2020 QEDC Board meetings. Though we require six board meetings a year the September 2020 board had to be cancelled due to a staff health emergency

**Minutes – January 15, 2020**  
**QEDC Board Meeting**  
**Borough Hall, Room 200**

The meeting was called to order by Vice President Larry Sokol at 8:45.

In attendance were: Shurn Anderson, James Bua, Ben Guttman, Stephen Levin, Mark Lucaj, Larry Sokol and Ryan Walsh. QEDC staff included: Seth Bornstein, Ricardi Calixte, Loretta De Sassure and Rob MacKay.

In the absence of the Treasurer Seth Bornstein reviewed the QEDC budget noting that contract documents have all been submitted and we are awaiting funds. He anticipates raising enough funds so there will not be a deficit. A question was asked about ‘Board Approved’ for the \$60k for our government affairs consultant. Seth noted that historically the board did not require the Ed to raise funds to cover this expense – though in the past we have.

The Espace budget was reviewed noting that we will put in a reimbursement for the state contract later in the year that will cover the deficit.

As there was not a quorum present an email will be sent out asking for approvals.

Seth Bornstein briefly highlighted the Executive Director report noting the December completions/celebrations of the PRIME SKILLS, Ready for Business, Fortune and EAC programs. Ricardi Calixte spoke about SBS Commissioner Gregg Bishop meeting with us to find out more about PRIME SKILLS, and Rob discussed his involvement in working to help save Neir’s Tavern.

Seth noted the Start UP! program will present and pitch at Flushing Town Hall April 23, the expansion of the MiQ program to Sunnyside, the Espace birthday party March 6 and commencing outreach for Queens Taste support/sponsorship.

The meeting was adjourned at 9:15.

**Minutes**  
**QEDC Board Meeting**  
**Wednesday, March 18, 2020**

The meeting was a call in due to the Coronavirus situation.

Attendees: Shurn Anderson, Tracy Capune, Patty Clark, Winston Crosswell, Ernest Cury, Len D'Amico, Stephen Franklin, Ben Guttmann, Philippa Karteron, Stephen Levin, Emily Lin, Mark Lucaj, Michael Rodin, Lawrence Sokol, Ryan Walsh Staff: Seth Bornstein, Loretta de Saussure

The meeting opened at 8:45. The minutes and budgets were approved.

Items reviewed:

- With the current situation the staff is working remotely. Work includes getting and disseminating information on business assistance and working with the Queens Chamber and other groups. Information is on our website and will be blasted via email. Assistance to businesses will be via phone and on-line. All classes/workshops/public events have been cancelled or postponed through the end of April
- Reimbursement requests are up to date but slow in coming in. Funds were received in early March for the remainder of the Hollis project.
- Queens Taste is now October 6
- The Executive Committee approved the audit and it was sent to the board. It was filed with our 990 prior to the meeting as we expected not to be in the office after the board meeting took place.
- The Start UP! Program finalists will be announced on line March 23 and the winners on line April 23.
- MiQ Pop Up markets were postponed.
- Marketing efforts are being refocused to determine how we can support the community at this time.
- We are taking extra safeguards at the Entrepreneur Space and hope to remain open during this period. As many outdoor markets have closed, we have seen cancellations but we do have clients who have home delivery services and they have taken more shifts. The 9<sup>th</sup> year anniversary was held March 6 with 200+ attendees.
- We have renegotiated a four year lease on favorable terms- and we need to thank former board member Gail Roseman for her efforts on our behalf).

The meeting was adjourned at 9:30

**Minutes**  
**QEDC Board Meeting**  
**Wednesday May 20, 2020**

The meeting was a call in due to the Coronavirus situation.

Attendees: Shurn Anderson, James Bua, Tracy Capune, Patty Clark, Winston Crosswell, Ernest Cury, Stephen Franklin, Stephen Levin, Mark Lucaj, Verdia Noel, Veronica Rose, Lawrence Sokol, Ryan Walsh Staff: Seth Bornstein, Loretta de Saussure

The meeting opened at 9:02 AM. The minutes and budgets were approved.

The OEDC budget is healthy with FY2020 funds coming in. Not reflected as they came in this month were grants of \$40K from Capital One Bank, \$15K from Con Edison and \$12.5K from BNB Bank. The Espace budget is in deficit now but this will be covered when the NYS grant is applied to it (currently working on the reimbursements). Bill Driscoll reported on FY21 City funding and was cautiously hopeful that our funding - though there may be some reductions - will be secured. A request was made to supply a list of all private grants we have received. (Supplied at the bottom of this document). Winston motioned and Veronica seconded the budget approvals.

**Executive Director Report:**

The office remains closed. Staff meets formally virtually three times a week, though we are in constant communication as noted. Rob and I go to the office a few times a week.

Our activities in response to the Crisis include:

- Development of the Google Resource document that is been shared close to 1000 times, It is regularly updated
- Client counseling online
- ‘Reboot & Reset’ <https://www.queensny.org/reboot/> webinar series with 15+ webinars designed to help small businesses as they reopen. This commences May 26 for 3 weeks.
- The It’s in Queens site is now ‘It’s INSIDE in Queens promoting the many online programs of local cultural institutions. Additionally promoting local neighborhood businesses - especially restaurants that are open.
- We received PPP \$55,000 for the Espace via BNB, and \$150,000 via Santander for QEDC. We are awaiting clarification from the SBA on the spenddown of these funds. We also received the option of a \$150K EIDL SBA loan that we will not accept at this time.

- The State EAC awarded us an additional\$100K and the Federal SBA WBC awarded us and additional \$420K for counseling

### Fuel the Front Lines/Queens Together

We are the fiscal conduit for these programs that help feed hospital workers. To date to 15+ Espace and Queens Night Market vendors who prepared meals for workers at hospitals across Queens.

### Business Services

Start UP! – We announced the 12 finalists on March 23rd on a Zoom call. Final pitches for the 12 finalists in the categories of Technology, Sustainability and Community will be presented in a public ZOOM on Tuesday, May 26 9-12. Later that afternoon 3 we, with Bill Singh of Resorts World, will announce the winners on a second public Zoom.

The meeting was adjourned at 9:30

Private funding to date: \$120,400

Aurora Electric	1000	
Bank of Hope	5000	
BNB Bank	12500	
Capital One Bank	40000	
Con Edison	15000	
Driscoll Group		1000
Flushing Bank	1200	
HSBC Bank	11000	
Mattone Group	2500	
NY Mets	1000	
Plaxall	2500	
Resorts World NYC	20000	
TD Bank	10000	
USTA	1200	



**Minutes**  
**QEDC Board of Directors**  
**Wednesday, July 15, 2020**

The meeting was called to order at 9:08 AM via conference call. In attendance were: Shurn Anderson, Tracy Capune, Patty Clark, Winston Crosswell, Stephen Franklin, Ben Guttmann, Stephen Levin, Emily Lin, Mark Lucaj, Veronica Rose, Larry Sokol, Ryan Walsh. Staff included: Seth Bornstein, Ricardi Calixte, Loretta DeSassure

The minutes of the May 20, 2020 meeting were accepted (Veronica, Winston)

Seth reviewed the QEDC June, 2020 budget noting it was preliminary as agencies have been slow to reimburse but we feel confident that they will be received albeit at a slow pace. He also referred that the surplus including funds being held by the QEDC for other groups, hence the surplus is approximately \$91K less than indicated. Bank balances are healthy. The QUEST funds at Chase Bank need to be redistributed into interest-bearing accounts. The budget was accepted (Veronica, Larry).

Seth reviewed the Espace June 2020 budget noting revenue was low due to the situation but with the opening of some outdoor markets it is expected to rise in July. A reimbursement request was sent to the state last week and when received it will provide us with a surplus for the year. The budget was accepted (Veronica, Winston)

Seth noted we had PPP funds for both divisions but we are awaiting final regulations to see if we can accept the funds.

Seth reviewed the plans for office reopening with a combination of staff working in staggered shifts and remotely but with the goal of the office having no more than 7 people there at any given time.

A review of our past financial protocols was discussed and the need to implement a new one that took effect in March when the office was shut down. The new protocol includes receiving funds and making all payments online by the Executive Director. A log of all transactions is kept and sent to the Director of Operations, Accountant and Executive Committee regularly.

Ricardi reviewed the activities of the last month which included the 'Reboot & Reset' webinar series that hosted 18 programs in relevant business reopening topics and attracted 400+ viewers. A summer cohort commences July 21st. Ben Guttmann offered to help with programming. Ricardi also discussed our ongoing remote counseling efforts and the restaurant program. For

the latter we have identified three restaurants: Rincon Melania in Sunnyside, The Nest in Richmond Hill, and Pa-nosh in Richmond Hill. Restaurants will receive consulting assistance from our consultants on the physical and business aspects of reopening along with a small capital grant to make adjustments. They will then be used as models for other restaurants.

Seth reviewed the proposed FY21 budget which includes a drop in SBS funding. We will have to do some aggressive fundraising. We will be receiving some anticipated grants to kick this off and they will be applied to the FY21 budget.

Loretta noted the work of Seth during this period and Tracy commended the entire staff for the work being done.

The meeting was adjourned at 9:40 AM

# Minutes

## QEDC ANNUAL MEETING

November 18, 2020

10:00 AM

VIA ZOOM Conference Call

Emily Lin, Chair opened the meeting at 10:05 AM

### *Opening & Introductions*

Seth Bornstein took the roll call. Board Attendees: Shurn Anderson; Tracy Capune; Winston Crosswell; Ernest Cury; Stephen Franklin; Ben Guttmann; Philippa Karteron; Emily Lin; Mark Lucaj; Michael Rodin; Veronica Rose; Lawrence Sokol; Ryan Walsh. Staff & Consultants: Seth Bornstein; Ricardi Calixte; Andrea Ormeno; Bhavna Punjwani; Loretta de Sassure; Michael Gillen; Rob Mackay; Sarah Liu; Sam Smouha; Josh Mero; Sam Massol; Cesar Diaz; Kathrine Gregory; Patricia Richter; Bill Driscoll

### *Minutes*

Emily asked for acceptance of the minutes from the 2019 Annual Meeting. Tracy Capune, Ryan Walsh, Philippa Karteron seconded - Accepted by all

### *Treasurer's Report*

Ernest Cury provided the treasurer's report noting the unaudited consolidated budget as provided in the annual report and the monthly financials. The reports indicate the organization's finances are stable. Seth Bornstein noted the loans in the consolidated budget are the PPP funds. The corporation has applied for loan forgiveness for the Entrepreneur Space PPP and will ask for partial loan forgiveness for the QEDC PPP.

Ryan Walsh and Shurn Anderson made motions - Accepted by all

Ernest reviewed the monthly financials

Veronica Rose made the motion - accepted by all

### *Elections of Board & Officers*

Emily Lin made the motion and vote to re-elect the following for two-year terms expiring 2022:

Shurn Anderson  
Tracy Capune  
Ernest Cury  
Ben Guttmann  
Philippa Karteron  
Veronica Rose

Bill Singh  
Lawrence Sokol  
Ryan Walsh

Seconded by Ryan Walsh and approved by all

Emily Lin made a motion to vote and elect the Offices for a one-year term expiring 2021:

Emily Lin, Chair  
Tracy Capune, President  
Lawrence Sokol, Vice President  
Winston Crosswell, Secretary  
Ernest Cury, Treasurer  
Shurn Anderson, BP Representative

Seconded by Veronica Rose and approved by all

The following committee will remain in FY 21

- Audit & Finance
  - Ernest Cury, Chair
    - Lawrence Sokol
    - Stephen Franklin

### ***Business Items***

Seth Bornstein reviewed the following business items:

- The FY 20 audit is being done and should be available by early 2021
- The staff review was undertaken by the Executive Director
- The HR policy changed to allow for remote work during the COVID period. The office is closed though one person at time is allowed to go to the office needed. We do not expect to reopen fully until there it is truly safe/
- A review of the Executive Director needs to be done by the Executive Committee
- The remaining Funds from Hollis proceeds need to be invested - though this may need to happen after we have fully reopened.

### ***Motions***

Emily LIn presented a series of motions:

- The Board of Directors authorizes the Executive Director to sign contracts and agreements for the Corporation

Ernest Cury and Shurn Anderson made the motion, Veronica Rose seconded - approved by all

- The Board reviews consultant contracts annually (*documents are available for Board Member review upon request*) Currently we have contracts with:
  - The Driscoll Group – Government affairs

- Alan Chan, CPA – Accounting services
- Avaya – Phone equipment
- Hi Lo Computer – Computer Maintenance/supplies
- Central Business Solutions/Wells Fargo - Copier
- Unique Building Maintenance – Office cleaning
- Magic Touch – Graffiti removal
- Instructors/Business Advisors:-
- Tri-Angular (Roy Pellicino)/GMMA (Charles Antonucci)/Sports Journeys (Adrienne Wax)/ Malle Haridat/ Edgard Hernandez Jin Zhang/Thomas Farrell

Entrepreneur Space:

- Innovation Associates – Incubator Management
- Estate of David Stein - Entrepreneur Space lease
- Maintenance agreements with various vendors for HVAC, building safety and equipment repair for the Entrepreneur Space

Ernest Cury made the motion, Veronica Rose seconded - approved by all

- The Board reauthorizes that bank and/or investment accounts may be opened with the approval of the Executive Committees. There must be at least two signatories on all accounts including the Executive Director and one member of the Executive Committee.

Ernest Cury made the motion, Veronica Rose seconded - approved by all

- Any check payable for \$1,000 or more must have a) two signatories (on record of the bank from where the check is drawn); or one signatory and a documented email from the Executive Director noting the account, whom payable to, amount and check number to an Executive Committee member who will email an approval on the one signatory; or in the event an emergency situation defined by national/local authorities that precludes staff from working in the office and activities must be done remotely the following policy shall be enacted: banking (deposits/payments) can be done via the banks online programs. All payments will be approved by the Executive Director and actual use of the bank online programs shall be done by either the Executive Director or the Director of Office Operations. Members of the Executive Committee shall have access to all online banking records.

Veronica made the motion, Shurn Anderson seconded - approved by all

- Unless otherwise noted by a Board Member, the Conflict of Interest Forms signed by each Board Member in 2019 shall remain in effect.

Veronica made the motion, Tracy Capune seconded - approved by all

Seth Bornstein asked the Board to review the Annual Report and contact him with any questions. Each staff member and consultant briefly highlighted some of their work over the past year.

The Executive Director commended the staff and consultants for their work over the past year especially during the last eight months working remotely. He also thanked Deputy Director Ricardi Calixte for his leadership during his recent leave.

### *Adjournment*

There was no new business. Emily Lin and other Board members thanked the staff for their work. The meeting was adjourned at 11:15.

*Minutes prepared by Seth Bornstein with assistance from Erika Campoverde and Josh Mero. November 18, 2020*