

NYBAC

New York City Business Assistance Corp

NEW YORK CITY BUSINESS ASSISTANCE CORPORATION

Minutes of a meeting of the Members

A meeting of the Members of the New York City Business Assistance Corporation (NYBAC) was held via Microsoft Teams at 1 Liberty Plaza, New York, NY on April 19, 2022 upon due notice.

Mr. Schwartz called the meeting the order at approximately 11:30AM and presided over the meeting. Georgina Gonzalez served as Corporate Secretary at the meeting.

The following members were present and constituted a quorum:

Andrew Schwartz, Vice President
Ismail Mohammed, Treasurer
Donald Giampietro, Director
Ophelia Gabrino, Director

The first order of business was approval of the minutes of the annual meeting of the Board of Members for Fiscal Year 2021 held on June 30, 2021, a copy of which was distributed to the Board members with notice of the meeting. The minutes were approved unanimously.

The second order of business was election of Directors and Officers of the Corporation. The Board unanimously elected Kevin D. Kim, SBS Commissioner, Jackie Mallon, SBS First Deputy Commissioner, Ismail Mohammed, SBS Assistant Commissioner for Fiscal Affairs, Donald Giampietro, SBS Assistant Commissioner for Incentive Programs and Ophelia Gabrino, SBS Executive Director Capacity Building.

Upon request for any further business, there was no response and the meeting was adjourned.

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Minutes of a meeting of the Board of Directors

A meeting of the Board of Directors of the New York City Business Assistance Corporation (NYBAC) was held via Microsoft Teams at 1 Liberty Plaza, New York, NY on April 19, 2022 upon due notice.

Mr. Schwartz called the meeting the order at approximately 11:45 A.M. and presided over the meeting. Georgina Gonzalez served as Corporate Secretary at the meeting.

The following Directors were present and constituted a quorum:

Andrew Schwartz, Vice President
Ismail Mohammed, Treasurer
Donald Giampietro, Director
Ophelia Gabrino, Director
Jackie Mallon, Director

The first order of business was an update on various NYBAC programs:

- a. BE NYC
- b. Business Emergency Grant
- c. CAP Program
- d. Childcare Business Pathways
- e. Downtown Jamaica Storefront Improvement Program
- f. Love Your Local Program
- g. Neighborhood Challenge
- h. NY Main Street Program
- i. Small Business Financing

The second order of business was a discussion of current fiscal affairs, specifically funds received from Mastercard in the amount of \$225,000 for BE NYC programs and the NYS Housing Trust Fund Corporation in the amount of \$50,000 for the NY Main Street Program.

The third order of business was re-approval of the following corporate items in compliance with the NYS Public Authorities Accountability Act:

- a. Policy on Salary, Compensation, Reimbursements, Time & Attendance
- b. Policy on Travel Allowance

- c. Policy on Protection for Whistleblowers
- d. Policy on Acquisition and Disposition of Personal Property
- e. Policy on Procurement of Goods and Services
- f. Policy on Indemnification and Defense of Directors
- g. Code of Ethics
- h. Disclosure Statement for Directors and Officers

The fourth order of business was authorization of \$5,000 for meeting expenses.

Upon request for any further business, there was no response and the meeting was adjourned.