



ADMINISTRATION COMMITTEE

April 9, 2007

PRESENT: James Reilly, Cris Blanchard, Mary Muller, Paula Read, Philip Ritter, Heidi Fuge

VISITOR: Barbara Nichols Randall

Prior to the commencement of the meeting, P. Ritter introduced B. Nichols Randall, noting that she will be the Directors Association representative to the Committee. Nancy Pieri has been elected by the Directors Association to be their representative on the UHLS Board of Trustees.

I. TRUSTEE OF THE YEAR

The Committee members reviewed the seven nominations and expressed pleasure at the quality and quantity of the nominations.

MOTION: C. Blanchard moved that Francis Hamblin (Nassau) should be a recipient of a Trustee of the Year Award. P. Read seconded. Unanimous.

MOTION: P. Read moved that David Brown (Albany) should be a posthumous recipient of a Trustee of the Year Award. C. Blanchard seconded. Unanimous.

II. LEASE WITH ASIAN ARTS GROUP

The Committee members discussed the options presented in the Letter of Intent from the Asian Arts Group. Consensus that UHLS should remain in control of the renovation work and that carpeting throughout the space was acceptable. M. Muller noted that renovation work on some scale would have to be done in any case to make the space more attractive to any potential tenants.

Concern was expressed regarding the long-term viability of the Group. J. Reilly suggested that the realtor should ask the Group for a copy of their balance sheet of assets.

REQUIRES BOARD APPROVAL

MOTION: C. Blanchard moved that Option B should be deleted from the Letter of Intent and that UHLS should accept Option A which includes an acceptable level of renovation including carpeting throughout the space and a per square foot rate of \$10.00. M. Muller seconded. Unanimous.

III. OTHER BUSINESS

H. Fuge reported that we have an estimate of \$6,500 for the installation of the guard rails

along the eastern side of the property. The work can begin as soon as the surveyors have put in the survey pins. The guard rails have to be installed prior to the sealing and repainting of the parking lot which is planned for the beginning of May.

REQUIRES BOARD APPROVAL

MOTION: P. Read moved to recommend that the Board approve the expenditure of \$6,500 for the installation of the guard rails and that the work commence as soon as possible. C. Blanchard seconded. Unanimous.

Heidi A. Fuge
4/10/07