

MONTCLAIR CENTER **BID**

GREAT AMERICAN MAIN STREET AWARD WINNER 2015

Montclair Center **BID**

Full Board Meeting

Wed, Jan 9, 2019 – 7 p.m.

Pig & Prince Restaurant

***Board members in attendance:* Phil Cantor, Arlene Carrini, Chris Francois, Jason Gleason, Lisa Johnson, Sharda Ramharack, Sue Schultz, Matt Silverman, Jerry Sweeney, Nat Testa, Robert Weber, Jeff Beck, Nicole Silva, Honey Correia, Sean Spiller, Richard Polton**

***Absent:* Renee Baskerville (present via phone for voting), Garth Guthrie, Rob Squires (present via phone for voting), Jenna Davis**

***Staff:* Jennifer Brown, Ann Marie Sekeres, Joann Smalls, Diane Israel**

CALL TO ORDER

Phil called the meeting to order at 7:11 p.m. December minutes passed with corrections. Motion to approve as corrected by Chris Francois, seconded by Nicci.

OLD BUSINESS

1. Treasurer Report

- a. Robert Weber reported on the budget and the year-end budget vs. actual expenses.
- b. Over \$40,000 in revenue coming from various sources helped cover shortfalls.
- c. Past allocations did not reflect full current costs of Ambassador program, so that was adjusted.
- d. Visual improvements: allocated \$10,000 for holiday that we did not use. Hoping to move that funding to 2019.
- e. Events: significant overages on music program.
- f. Expanding program coordinator to full-time position.
- g. Health insurance: we reduced the budget amount but now more employees are eligible, so we may need to increase that.
- h. We currently have \$127,000 in capital reserves.

2. Executive Director Report

- a. Next year we will be prepared with a more cohesive plan related to the free holiday parking initiative.
- b. We are launching the monthly newsletter this month and are seeking to boost subscribers this year. General list subscribers were just under 900 in late November, now slightly over 1,000. Jennifer would like this to triple by year-end if possible.
- c. Updating member/merchant list in Wild Apricot.

3. Nominating Committee

- a. Chris and Nicci want to share position of Ass't Treasure/Sec'y.
- b. Jason agreed with the idea.

- c. Jason moved to vote on the shared position, Arlene seconded. Passed overwhelmingly, with two against.
- 4. New ballots distributed with the update and votes for officers were collected from the Board.
- 5. Marketing/Programming Working Group:
 - a. Honey presented the list of events for the calendar year.
 - b. It was agreed to keep the Spring Art Walk as it has a high ROI, but perhaps move the date.
 - c. Discussion of GLAM and Center Stage Music Festival. GLAM is being dropped – perhaps evolve into Night Market or joint festival with South Fullerton.
 - d. Discussion of Sidewalk Sale and Kidchella on the same date.
 - e. It was decided that the Marketing Committee would further develop the list and present to the Executive Board for approval.
- 6. Additional Committees:
 - a. Visual Improvements – Jennifer updated on the working group, saying they will be meeting next week to discuss ideas and priorities.
 - b. Kids Biz meeting shortly too.
 - c. MSU Partnership working group – will continue discussions about “MSU Takeover” and other ways to partner.

NEW BUSINESS

- 1. Audit Committee
 - a. Newly created – Executive Board recently discussed committee members. Matt has agreed to chair, Honey, Jason, and Robert will serve on committee. Others can serve if interested.
 - b. Phil asked for motion to accept creation of committee and members. Moved by Jeff, seconded by Chris. All were in favor.
- 2. Jennifer has been working on policies and procedures including financial management, procurement, and document retention standards. The three policies have been approved by the Executive Board and/or Budget and Finance, and were sent to the full board for review.
 - a. Motion to accept policies and procedures moved by Honey, seconded by Jerry, agreed unanimously.
- 3. New working group formed for real estate owners. Jerry will be initial chair. Richard Polton would like to join.
- 4. Discussion about new Township Parking regulations and increased fines. Matt volunteered to look into process and arguments that were delivered at Council.
- 5. Upcoming Events: Meet & Greet Jan 23, Valentines Day poster and promotions.

NOMINATING COMMITTEE CONTINUED – OFFICER VOTING RESULTS

- 1. Vote for President was a tie. (Note: Renee Baskerville voted via phone during meeting).
- 2. Resolution to postpone until February was moved by Jerry, and seconded by Lisa.

3. Sue explained that one board member who is not present, Robert Squires, submitted a written vote in case it would be accepted. The Nominating Committee agreed via email to accept the vote but decided to raise it only in the case of a tie.
4. Chris moved to accept Rob Squires vote in abstentia.
5. Jeff suggested reaching out to Jenna. Garth Guthrie is not participating via phone because he is in the hospital.
6. Jason mentioned that nominating committee majority agreed that Rob's vote should be accepted in tie.
7. Jerry mentioned that Robert's rule requires presence at the meeting to vote.
8. Phil moved to redo election in Feb: 6 yes, 6 no.
9. Arlene moved to call Jenna and take Rob's vote, seconded by Chris. Favored by 11, opposed by 3.
10. It was decided that Jennifer, Joann, and Sue will call both Rob and Jenna to try to obtain votes.
11. Rob was reached and confirmed his written vote via speaker phone. Jenna is not picking up or answering texts.
12. Jeff moved to accept his vote, it was seconded simultaneously by Chris and Arlene.
13. Voting on Jeff's motion – Favor 11, Opposed 2, Passed overwhelmingly.
14. Final vote tally – Jason 9; Phil, 8 - Jason Gleason is the new President of Board.

ADJOURNMENT - Jason motioned to adjourn the meeting. Jeff seconded. Meeting adjourned at 9:51.