

# MONTCLAIR CENTER BID

## GREAT AMERICAN MAIN STREET AWARD WINNER 2015

Montclair Center BID

Wednesday, Nov 14, 2018 – 7 p.m.

Montclair Center BID Office

**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, Honey Correia**

**Absent: Renee Baskerville, Konstantine Trichas, Steven Plofker, Melissa Adler, Jenna Davis, Sean Spiller**

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

### CALL TO ORDER

Phil called the meeting to order at 7:08 p.m. October minutes passed with corrections: correction of meeting date, resolution attachment, recording of vote and the accepting of nominating ballot. Motion to approve as corrected by Chris Francois, seconded by Honey Correia. All were in favor.

### OLD BUSINESS

1. Budget review for 2019.
  - a. Revenue now listed at top of budget; includes assessment in addition to contributions/program service revenue.
  - b. We now have over \$100,000 in a capital reserve account.
  - c. We are spending more on Quality of Life/Ambassador program than is listed, budget has been updated to reflect more realistic actuals.
  - d. Sidewalk sweeper: town is paying insurance – BID will only need to budget for maintenance.
  - e. Edits were discussed for further accuracy and simplification – combination of some line item categories under Visual Improvements, consolidation of individual program lines and centralized location budget for all Personnel and Benefits, etc.
  - f. Budget will include additional \$20,000 for part-time staff position to become full-time for 2019. Board discussion about clarification of roles and creation of job descriptions for staff members. Jennifer will create job descriptions.
  - g. Parklets: Arlene discussed whether parklets should take up parking spaces. Honey and Nicci felt the parklet was successful, with Phil agreeing.
  - h. Salaries and staff: combine all of the program staff lines into one line of the budget (“program staff”), keep the ambassadors line separate, the ED line separate, and everything will now appear in one section of the budget.
  - i. The overall expense budget was increased by 10.6% and the assessment is proposed to increase by 5%. Revenue added to top line is part of overall increase to budget.
  - j. Matt made a motion to accept the proposed budget with categorizing changes, Jason seconded. Voted in unanimously.

2. Ballot
  - a. Jerry suggested that next year language be changed to include representative or designee.
3. Voting Procedures
  - a. Sue had corrections to voting procedures, they were distributed.
4. Officers/Executive Board
  - a. Board members should send their nominations for officers to the Nominating Committee within 7 days of November board meeting.
  - b. Jason made the motion to adopt, Chris seconded.
  - c. Vote was unanimous with the exception of Phil, who abstained.
  - d. ACTION – Office will send out email to board asking for nominations.
5. Jerry reported that he is working with the Township attorney to finalize agreement on sweeper liability.

## **NEW BUSINESS**

1. Marketing Committee
  - a. Honey had prepared to discuss all the events of next year and what the Marketing Committee wanted to streamline. This discussion was scheduled as the focus for the January 2019 meeting.
  - b. Arlene also discussed the Fashion Show. Arlene and Ann Marie working as a team have a lot of ideas to improve the event. Arlene also recommended continuing the show and moving it to a Thursday in September.
2. Audit Committee
  - a. Annual Audit was prepared late this year. New idea from Jennifer that the BID should have an Audit Committee. Best practice would be for the Chair of this new committee to be different than the Treasurer. We would seek to create committee in December or January, after board elections. We can ask the audit firm to do an overview session for the new committee of how to review audited statements, etc.
3. Visual Improvements Committee
  - a. This committee will be revised next year. So far, we have Jennifer Bobal from Pure Energy and Marc Berube/Gregori Lukas from Lukas and Berube Healthy Pet Market who will participate on the committee.
4. Upcoming Events
  - a. Small Business Saturday - Diane reported that over 60 participants have signed up so far.
  - b. Tree lighting – Ann Marie provided an overview of the December 7<sup>th</sup> festivities in partnership with the Township.
  - c. Jennifer reported that the Annual Meeting will be held upstairs at Montclair House Grill, 12 Church Street, on December 12<sup>th</sup>.

## **ADJOURNMENT**

Jason moved to adjourn and was seconded by Chris. Vote was unanimously in favor of adjournment. The meeting adjourned at 9:34 p.m.