

Batavia Business Improvement District, Inc.

Board of Directors Meeting Minutes

January 23th, 2018

Present: Jennifer Gray, Patti Pacino, Steve Krna, Paul Marchese, Beth Kemp, Paul Marchese, Lisa Casey, Don Brown, Kristine Duran, John Bookmiller

Absent: Rob Walker, Leanna DiRisio

Ex Absence: Jeff Gillard, John Roche, Marty MacDonald

Location: TVCU Board Room

Documents: Treasure report, City of Batavia Report, BOD Meeting Dates for 2018, BID Procurement Policy, December minutes, Chamber of Commerce 2018 Bus. Workshop Series, 2018 Proposed Budget

Guests: Tom Turnbull, Steven Falitico guests from Genesee County Chamber of Commerce

Call to order (8:36)

I. **Approval of Minutes:** (8:38)

- Spelling of Paul Marchese name

Approved: Paul, Patti

II. **Chamber Report:** Tom Turnbull (8:42)

- Introduction of Steven Falitico, new director of member development
- 2017 Chamber Awards March 3rd, quality inn
- St.Patty's Day, Celebrating Ag Dinner at Alexander Fire Hall
- April 6,7,8 Home Show at Faletti Ice Arena
- Business Workshop Series set for Feb-June 2018

III. **City Report:** Lisa Casey (8:46)

- Memo from Matt Worth, Interim City Manager, distributed an update for Lisa to read
- Prior email from Jason highlighted audit report findings that needed to be addressed
- Biggest finding was that the City may have to hold all of Capital Funds for distribution
- Moving dumpsters for O'Lacy's to the line of dumpsters near the Generation Center

IV. **Treasure Report:** Kristine (8:55)

- Review of current accounts: Operations \$20,621.24
- Review of December P&L's
- YTD P&L's

MOTION: Paul makes a motion that the ED gets a quarterly payout of sponsorship bonus monies starting with the calendar year. Patti second. Motion carried.

MOTION: Paul makes a motion that we waive an audit review for 2017 as we are not required by NFP Laws to do a technical review as our yearly budget falls below the \$500K threshold. Patti seconds, Motion carried.

- Met with Jason, tried to nail down the City Assessment, looks to be slightly lower with a safe bet being \$55,000. Proposed budget is set based on this figure.
- Presented 2018 Budget: (Beth and Kristine) Review of events, expense based on history, increase to the overall ED salary, Paul suggest we leave the tax and audit line item in the budget just in case.

MOTION: Steve to approve the 2018/2019 budget. John B, Paul. Motion carried.

V. **Committee Reports:** Various (9:15)

1. Design Committee: (Paul)

- Review of the Public Market meeting with PLAN Arch. Studios on 1/22/2018. PLAN did a visioning process with several members of the community to really get to the heart of what the vision for the Public Market truly is.
- Paul reviewed some of the new YMCA plans
- Committee was worried about the overall budget of the project at \$3.3 million.
- Next step will be Ted Spitzer coming forward the next step to the process including public feedback, site selection finalization and additional brainstorming sessions.

2. Business Development: (Beth)

- Working on the brochure and that all BID information is online to reflect today's consumer market.
- Discussion of platform that was used to for the BID business survey and only 4 were return, most went to spam. Looking for alternative ways to gather the info, suggested that we physically go around and get answers.
- Looking at historic designation, perhaps a larger historic district for the entire BID. Beth has done extensive investigation on the process and how we can move forward.

VI. **Executive Director Report:** Beth Kemp (9:37)

- DRI process is still continuing and the DRI committee has nominated it's choices for the state.
- 2018 Events:
 - o Jackson Square down to 10 Fridays. Moving the stage needs to be discussed.
 - o Beertavia July 28th, committee asked about beer walk earlier in the year.
 - o Wine Walk October 6th
 - o CITC December 1st, 2-6pm
- Annual meeting April, 27th. Generation Center on Center Street.
- Nominations for new board members

VII. **Procurement Policy:** Steve (9:55)

- Several changes proposed by Steve to change the language in the presented Procurement Policy.
- Suggestion to lower the procurement to \$1000 from \$5000

MOTION: Paul motions to approve the Procurement Policy as presented with discussed changes. Jen. Motion carried.

VIII. **Other: (10:08) n/a**

IX. **Adjourned:** (10:08)

- Approved: Don, John B