

Batavia Business Improvement District, Inc.
Board of Directors
Monthly Board Meeting
May 22nd, 2018

Present: Jennifer Gray, Beth Kemp, Kristine Duran, John Bookmiller, Leanna DiRisio, Rob Walker, Don Brown, Wesley Bedford, Jennifer Petry, JoAnn Baiocco, Lisa Casey, Rick Mancuso, Marc Johnson

Absent: Patti Pacino, Tina Rose

Ex Absence:

Location: BID Office

Documents: Monthly Treasure Reports, 2018 Business Workshop Series, Business Afterhours (Chamber), Ignite Buffalo info sheet (Chamber), Energy Conference (Chamber), BID Board of Directors Notebooks

Guests: Tom Turnbull; Genesee County Chamber of Commerce

Call to Order (8:33)

I. Introduction of New Board Members: Mark Johnson, Rick Mancuso, Wes Bedford, JoAnn Biaoco, Jennifer Petri. Beth handed out a BOD notebook with all necessary board information including: General info, bylaws, financials, Event info, Committee info.

II. Election of 2018-2019 Officers:

- Jen Gray asked about the election process of officers seeing as though the new board members do not know anything about the old members or may have limited knowledge of the BID and it's functions. Would like to look into a more fair and reasonable process of electing officers. Tom Turnbull reviewed the Chamber's election process of electing officers three months prior to the new fiscal year and revealing them at the Chamber annual meeting. BID will look into this ideas and amend bylaws accordingly if such changes are approved.
- President/Jennifer Gray: nominated by Leanna DiRisio, seconded by John Bookmiller, approved.
- Vice President/Leanna DiRisio: nominated by Jennifer Gray, seconded by Kristine Duran, approved.
- Secretary/Lisa Casey: nominated by Leanna DiRisio, second by Mark Johnson, approved.
- Tresure/Kristine Duran: nominated by Jennifer Gray, seconded by John Bookmiller, approved.

III. Approval of March Minutes: Approved John B, Kristine D.

IV. Chamber of Commerce: Tom Turnbull (8:42)

- Lots of ribbon cutting going on around the county
- IGNite Buffalo presentation coming up, Wes said to give him names of ppl who are interested as M&T are presenting partners.
- Energy conference coming up as well
- Next business workshop series: Customer Service June 13th

V. City of Batavia Update: Lisa Casey (8:50)

- Road repairs are going on all over city, Liberty street sidewalks are almost complete, City Center takeover went smoothly, no news on DRI- anticipated for August
- Code Enforcer is retiring and the city will be looking for a replacement
- Baseball field issue has been placed on the City Manager to resolve (fence was put up without notice to the city on city property)

- No news on City Manager search at this point

VI. **Treasure Report:** Kristine Duran (8:55)

- April P&L presented
 - Review of all accounts
 - Rick M had a question about the levy and its uses. Was under the impression that the levy money was for the BID to do as they felt needed, with out oversight from the city. That is why/how BID's are created because it fills the gap of what a city is willing to do/fund. At present, funds that come in from the levy is 52K. There is a question about how money is levied and distributed. Basically overall operations have become more than the levy therefore, fundraising through events has become vital. In the past year under Beth's direction, the BID has a comfortable 'event profit' that can be used as the BID deems fit. Any monies that were collected and unused under the past formula for the levy, were done so incorrectly (under past leadership and by the City of Batavia). After an extensive audit of the City, those overage funds (230K) must be controlled in an account overseen by the City and used for capital improvements only. The permanent farmers market has been identified as the primary project, with several other small projects (trash cans, recycling, wifi downtown...).
- Approved: John B, Leanna D

VII. **Committee Reports:** (9:08)

1. Promotions: Beth
 - Marketing downtown is continuing, videographers to market local business, poster and ad monitors in offices, ads in the Batavian for events, decorations for the holidays.
2. Beertavia: Beth Kemp
 - July 28th, ticket sales have been opened, 22 breweries already signed up. Last year we had 24. Tickets continue to be on sale. Eli Fish has signed up as the headline sponsor.
3. Design: Jen G
 - Paul continued to look into wifi, thinks has a provider interested in doing that for free, bike racks will be installed with the help of the city DOT, banners being developed to replace the old ones, new trash cans to be ordered for more places downtown.

MOTION: Jen G made a motion for ED to purchase the additional trash cans for \$3,180.

APPROVED: Leanna D, Lisa C
4. Business Development: Beth Kemp
 - No significant updates
5. Wine Walk: Leanna
 - Letter were sent out to wineries
 - October 6th is the date. 600 tickets (150 VIP)
6. Public Market: Beth Kemp
 - June 8th is the first day of the market opening for this season. Market will be open weekly on Tue, Thur, Fri once again, 5 new vendors this year already.

VIII. **Executive Director Report:** Beth (9:30)

- United Way day of Caring went over well. Did chalk drawing and "tactical urbanism" type events downtown.
- Planters and baskets are being hung and planted. City will water them. Memorial Day parade coming up, looking for BID members to march.
- Jackson Square stage being relocated to behind glass roots.
- Internal contact sheet was passed to be filled out by directors
- Jackson Square sign up passed around.

- IX. **Other:** (9:39) Beth inquired about the board's policy on public comments about the BID, by the board members. It is understood that only the ED should be speaking on the behalf of the BID. All questions and comments from the media should be directed to the ED.
- X. **Next meeting:** will be at the Bootery hosted by Don Brown on June 26th @ 8:30
- XI. **Adjourned:** (9:42)
- Approved: Leanna, Wes