

## **BBID Board Meeting – September 25th**

Present: Jennifer Gray, Beth Kemp, Don Brown, Wesley Beford, Rick Mancuso, Marc Johnson, Lisa Casey, Patti Pacino, Joann Baiocco, Kristine Duran, Matt Worth

Absent: John Bookmiller, Tina Rose, Rob Walker

Ex Absence: Don Brown

Location: Tompkins, 90 Main Street, Batavia

Documents: August Minutes, Financials

Call to Order: 8:37 am

- I. Approval of August minutes – Motion: Rick Mancuso, Second: Wesley Bedford
- II. Chamber of Commerce Update:
  - a. Ribbon cutting for GCASA, Bells Boys, Revival Salon, Oliver’s Candies - Elba
  - b. Genesee Start-up – October 18<sup>th</sup> Genesee LeRoy Walking Tour
  - c. Business After Hours – ESL Federal Credit Union – Open event – October 18<sup>th</sup>
  - d. Chamber Luncheon – Nov 1<sup>st</sup> – Terry Hills
- III. City Report:
  - a. City is working on the water and sales tax agreement with Genesee County
  - b. City submitted their CAFR from the GFOA
  - c. Actively trying to fill a vacant part-time clerk position in the office
  - d. PD has installed neighborhood cameras in a few locations
  - e. Community Garden closing for the season on Oct 20<sup>th</sup>
  - f. Paving projects should be close to completion by the end of this week
  - g. Sidewalk projects should be wrapping up by the first or second week in October
  - h. Fire Prevention Week Oct 7 thru 13<sup>th</sup> – Programs, demonstration and Coloring Contest at the FD
- IV. Matt Worth – Audit last year – Relationships between City and BBID
  - a. Contract between City and BBID – Re-define
    1. Goals to be set by the BBID – State looking to see what our goals are
    2. Finance of the BBID – City will have control of all the funds for the BBID (Monies will be dedicated solely for BBID, not intermixed with City Funds)
    3. City has set up a new account specifically for the BBID – BBID’s own fund – City will request that all funds be transferred to the new account in the next month or two.
    4. Capital Projects – when projects are created funds will be tracked through the fund that was set up by the City
      - Purchasing policy will continue the same. Purchasing policy mirrors the BDC.
      - What’s the process to obtain funds? Request to Lisa Neary.
      - Does the BBID have to wait for approval from City? Capital projects will need approval (defined projects). Operational will not need approval.
      - Raising funds will stay in the operational

- Comptroller office wants all tax funds stated, reviewed by City – paid by Lisa Neary (City cuts checks every two weeks)
- All funds are still BBID
- Will there be any issues with future audits now that the City is handling funds? No affect to auditing. Lisa Neary can print report for auditing
- Identify capital funds – can City stop us from using that? Pre-approval is needed and a contract between City and BBID will need to be agreed prepared
- Should invoices be made out from the BBID or City? Do exactly what you are doing now. There should not be a hold up with payment.

V. Promotions – Beth, Lisa, Jennifer, Wesley, Leanna

- a. Scarecrows going up this week. 40 bales received at discounted price and a few bales donated by a City employee, lumber for scarecrows donated by Home Depot, pumpkins and cornstalks will be donated from Torrey Farms
- b. Beertavia – made 13K – 632 tickets sold
  1. It was brought up that there is no event in the winter – and an idea was created...With the wine walk being so successful, it was mentioned a beer walk in – FeBREWuary – thinking about February 23rd
  2. Promoting shortly – Beer Walk – Men’s valentine???

Shop Small – Nov 23<sup>rd</sup> and 24<sup>th</sup>
- c. Design – Jennifer: trash bins and bike racks installed before winter.
- d. Business Development
  1. Business Development, Wesley – No update
  2. Was on a Chamber Ag Tour – Very informative
  3. Bell Boyz – BDC Loan
  4. Revival Salon – BDC Loan
- e. Wine Walk – October 6<sup>th</sup> - 80 tickets left. Advertising going out this week. Tickets are anticipating to sell out. 21 Vendors with City Church will have Coffee, 4 community members – to vote on Best Participation, Best Dress – mini awards
- f. Miscellaneous:
  1. Survey went out to BBID members – Survey went out to members of BBID to see what members would like to see. One item was wifi downtown. Empire has been contacted – Jim Baase to meet with Beth
  2. Decorating downtown on October 1<sup>st</sup> – take about an hour – feel free to join us
  3. Christmas in the City – Applications went into City this week
    - Parade 6 pm from Jefferson to Liberty
    - Events 2 to 6 p.m.
    - Saturday event – December 1<sup>st</sup>
  4. Board member opening – any thoughts of anyone to fill position please let Beth know

VI. Treasurers Report – Kristine Duran

1. Good job Beth with the events the P&L proves a job well done
2. Review the financials
3. Motion to approve: Patti Pacino, Leanna DiRisio Second

Motion to approve – Patti and Leanna second

VII. Next BBID board meeting – October 23<sup>rd</sup> at Go Art!

9:23 a.m. Meeting adjourned – Rick Mancuso and Second: Wesley Bedford