

Batavia Business Improvement District, Inc.
Board of Directors
Monthly Board Meeting
December 18, 2018

Present: Don Brown, Lisa Casey, Kristine Duran, Tom Turnbull, Rick Mancuso, John Bookmiller, Leanna Di Risio, Patti Pacino, Tina Rose, Joanne Biannico

Absent: Rob Walker, Jennifer Gray

Ex Absence: Wesley Bedford, Marc Johnson

Location: TF Browns (**Amazing breakfast, thank you Rick!**)

Documents: November Minutes, Financials

Call to Order: 8:37 am Rick Mancuso

Approval of minutes – John Bookmiller to motion approved Seconded by Patti Pacino

- I. Chamber Update – Tom Turnbull
 - a. Small business workshop for 2019 - BID or Chamber members welcome
 - i. Jan – New Tax Rules – Bonadio & Co.
 - ii. Feb – Cyber Security
 - iii. Mar – Online Reputation
 - iv. Apr – Mercy Flights
 - v. May – Speed Networking
 - vi. Jun – Disaster Preparedness
 - b. Please let Kelly know if you are interested in attending
 - c. Annual Awards Ceremony – Saturday March 2nd – Quality Inn
 - i. Deadline for award nomination (have to be chamber member) Due Friday the February 28th
 - d. Sold out – Home Show – April 5, 6, 7
 - e. \$210 to join the Chamber as member

- II. City Update – Lisa Casey
 - a. Public Works:
 - i. Leaf Collection operations have been completed and all areas of the City were covered four times. The yard waste station was kept open until Wednesday the 12th of December.
 - ii. Tree contractor is in town working at various areas throughout the City doing removals.
 - iii. Snow came early and often so far this year. Had a negative impact on leaf collection operations, but the crews have been able to manage the various snow events.
 - iv. Crews are out doing some pothole repair, this will continue through the season until hot mix asphalt is available again.
 - v. There has been an increase in sewer calls, which is typical for this time of year. The cooler temperatures have a negative effect on the grease causing additional blockages.

- b. Fire Dept:
 - i. Promoted a few firefighters
Hiring process of Civil Service List
 - ii. Aggressive year with Fire prevention & education – reached over 3K people
 - iii. Carbon Monoxide/Fire Smoke Detector Program – Install, reinstall, confirm functioning, install batteries
- c. Police Dept
 - i. Parking in Jackson Square

III. Finance update

- a. Transfer M&T capital to the City
- b. \$326,844.81 as on Nov 30th – Good shape (waiting for City assessment – end of May)
- c. October Profit and Loss – Net Income - -\$1885.74
- d. P&L as of Oct 2018 – Net Income for the year - \$12,307.96
- e. P&L Loss Nov 2018 – Net Income \$-6,859.56
- f. P&L for the Year 2018 - \$5,448.40
- g. Submitted the budget to Lisa Neary. Presented in Council in January – Leanna to talk with Jen to attend the meeting in January.

IV. Promotions

- a. CITC – Great event, turnout was good. GOArt to sponsor the Santa for the
- b. 11 businesses for Fe**BREW**ary, 5 breweries and 44 out of 600 tickets have been sold
- c. Hiring committee: Rick, Jen, John and Leanna and Lisa
 - i. Time frame – get someone in the spot in January for training
- d. Eliminating two of the concerts
- e. DRI – Leanna met with Matt Worth and will be involved with the Enhance Jackson Square.
 - Spoke with Matt re: office space, is there available space in the City Centre to house BID and possibly combine with BDC?
- f. Quotes Flowers - Need a motion to move forward with purchase of hanging baskets: Fenton \$30 Delray \$45 Patti Pacino motioned; Lisa Casey Seconded

V. Update Bylaws

Page 5 of Bylaws – amend to: Board members must be casted via electronic, in person or by proxy (to amend page 5 number 15, article 4) Rick Mancuso motioned; Kristine Seconded.

All in favor – all

Opposed - none

Looked at Bylaws regarding postage for Annual Meeting. – propose electronic communication vs. postal mailing only for cost effective purposes.

Postage: deliver 10 days prior to meeting amend to electronic notification deliver by mail 10 days prior to meeting.

John Bookmiller motion to amend to accommodate electronic means of voting - Kristine
Seconded

All in favor – all

Opposed - none

Board Members attending meetings - unexcused absence of three times will result in
board member being replaced. Motion Don Brown and Seconded Rick Mancuso

All in favor – All

Opposed - none

- VI. BID – support from downtown, quite a bit from out of town. Exposure from Downtown
has been very positive. Don Brown – Xerox executive stating he wants what Batavia
Downtown has in his area

Closed 9:39 p.m. Motion to adjourn – John Bookmiller, Seconded, Lisa Casey