

Board of Directors Board Meeting

December 21, 2021 at 8:30 a.m.

Present: Donald Brown, Marty MacDonald, Peter Casey, Jeff Gillard, John Roche, Brett Frank, Shannon Maute

Excused: Rick Mancuso, Patti Pacino, Rachael Tabelski, Marc Johnson, Derek Geib, Wesley Brown, Kourtney Kunichika, Carolyn Houseknecht

Call to Order: 8:35 a.m.

- I. Introduction of Ms. Shannon Maute as interim Director hired by the Executive Committee @ 25/per hour, capped at 20 hours per week.
- II. **Approval of Minutes:**
 - a. November 22, 2021, Board Meeting Minutes: M. MacDonald made a motion to approve, seconded by J. Roche and approved by all.
- III. **Treasurer's Report:** Donald Brown reported on the financials for November 2021:
November's loss was \$4,147 and YTD loss only 10K – lack of events per Covid
Account Balances: Operating - \$10,955 Events - \$34,110 \$Capital - \$236,450
Events account will reflect and additional \$16K next month as we have received and deposited the car charging checks from National Grid. P. Casey made motion to approve the Treasurer's Report for November 2021, seconded by J. Roche and approved by all.
- IV. **Committee Reports:**
Shannon talks about new ideas to leverage Jackson Square use
Promotions Committee: Donald suggests convening the Promotions committee
John reports that Christmas in the City was good fun, no problems – lineup was good and flow perfect
Horse & Buggy sorely missed – need to re-add if possible next year
Parade winner were the Batavia Ramparts
Brett reports Mall activity and line for Santa was very good
Wreaths downtown are now at 30 – voting done by December 24th
- V. **Director Updates:**
FeBREWary report by Shannon:
Letters to breweries out but struggling to get breweries, either they are OB or short staffed
Tickets all on EventBrite, working out well
Committee to meet Wednesday to move forward with details & planning
Sponsorship in general letters are out
- VI. **Director Search:**
Donald reports there won't be a hiring committee meeting until after Christmas

Committee will discuss and plan an offering package for ED including salary, hours, vacation, expectations, etc.,
Shannon Maute provides her experience for the position.

VII. City Update by Brett Frank: Tech grant awarded and planned for Brisbane house, JS reappraisal

VIII. BDC Update by Brett Frank: Property updates

IX. Adjournment: M. MacDonald made a motion to adjourn the meeting, seconded by J. Gillard and approved by all. Meeting adjourned at 9:13 a.m.

Next Meeting will be on Tuesday, January 25, 2022, at 8:30 a.m. @ Generations Center (Center Street)

Minutes respectfully submitted by: Shannon Maute