

Media Business Authority Board of Directors Meeting Minutes

Tuesday December 17, 2013 (rescheduled from 12/10)

In Attendance: Bryan Messick, Warren Kuo, Courtney Roszas, Zubair Khan, Deborah Shipley, Eric Stein

Absent: Debbie Pitt, Tom Hibberd, Loic Barnieu, Jack Cunicelli, Peter Bendistis, Christopher Dougherty, Harry Havnoonian

Guests: None

Meeting called to order at 6:05PM.

1. **Public Comments: (Zubair Khan)**
 - a. **None**

2. **Approval of Minutes (Jack Cunicelli)**
 - a. **November Minutes-** The minutes for November and December will be voted on at the January meeting. Quorum was not reached at this meeting as it was a rescheduled meeting due to snow.

3. **Treasurer's Report (Debbie Pitt)**
 - a. **Authorize to Pay Bills-** The authorization of bill paying will be voted on at the January meeting due to lack of quorum.
 - b. **Budget/Updates-** The budget updates will be given in the January Meeting.

4. **Old Business (Bryan Messick)**
 - a. **MBA Mixer-Recognition-** Bryan Messick announced that the Holiday Business Mixer went well and that several awards were handed out this year for dedicated service.

5. **New Business (Bryan Messick)**
 - a. **Donation Fire Co./Other-** Zubair Khan mentioned that a vote would be taken in January on giving a donation to the Fire Company for \$1000 at the January Council meeting as well as giving a donation to the Police Association in the amount of \$500 out of the Dining Under the Stars profits for the year. Zubair Khan also added that both the Police and Fire Companies have given tremendous support above and beyond what is paid for throughout the year.
 - b. **Committee Assignments-** Bryan Messick handed out a document with potential board committee assignments for the upcoming year. Bryan Messick mentioned that some new committees were being added for this including: Parking & Signs, Recycling & Government Affairs, and a Design Committee. He mentioned that the committees and committee chairs would be voted on in January.
 - c. **Retail Roundtable Update-** It was announced that the Retail Committee would be continuing to meet in the new year. It was brought up that greater partnership with the restaurants and retailers would be a goal for 2014. Courtney Roszas mentioned that one of the reasons she joined the board was to create more partnerships and connection throughout the business community. Warren Kuo added that cross-promotion was always a good thing for a business community. Bryan Messick asked Eric Stein if anything could be done about some of the out-of-towners crafting show that were held at the Community Center. He explained that many of the retailers felt that these shows were taking away from local businesses that were paying high rents and insurances. Eric Stein replied that he would bring this up with Borough Council.

6. **Borough Liaison Report (Eric Stein)**

- a. **IT Strategic Planning-** Eric Stein asked the board to send a message to the IT Committee in support of making the downtown district a free wireless available community. He mentioned that it gives the town a competitive advantage and that many other cool towns are already offering this to their visitors and residents.
- b. **Public Stuff App-** Eric Stein asked the board if they had downloaded the Public Stuff Application. He requested some additional publicity through the MBA newsletters in the new year.
- c. **Capital Improvements-** Eric Stein reminded the board to keep in front of the Finance Committee on some of the capital improvement projects that were on the MBA's wish list including: LED light upgrades on buildings throughout the business district, signage on Baltimore Pike & State Street to advertise businesses, and a Media Visitor's Center.
- d. **Parking Meters-** Eric Stein asked if there was any further feedback on the parking meters and asked the board if they had any opinion on raising the parking meter fees next year. Eric Stein mentioned that this was under consideration. There was some discussion surrounding this issue and the present board members seemed to feel that this might be a good idea.
- e. **Final Month of Borough Council Term-** Bryan Messick and Zubair Khan thanked Eric Stein for his years of service and expertise and MBA Liaison. Eric Stein also added that it was a pleasure to work with everyone and that he would still be involved and there to assist in any way that he could.

7. **Committee Reports (Zubair Khan)**

- a. **Events Committees-** Report distributed; discussed throughout meeting.
 - **Jazz by Night-** Zubair Khan announced that Jazz By Night was a great success with its highest ever ticket sales of \$11,855. He added that PayPal sales were \$4300 this year, up from \$2500 the year before. He announced that the event was advertised quite a bit through various multimedia sources. Zubair Khan added that there were some issues with places being over capacity and that larger venues were needed to hold some of the acts that drew in bigger crowds.
 - **Holidays-** Zubair Khan mentioned that Santa's Arrival was a wonderful night. Courtney Roszas added that this wasn't a good night for restaurants, but that she understood it was good for the town and a nice holiday event. It was discussed that in the future this might be a good night to have special promotions. Zubair Khan thanked Franklin Mint Federal Credit Union for their continued support of the holiday events. Bryan Messick mentioned that there was an increase in Santa's Village visitors this year.
- b. **Promotions Committee-**Report distributed; discussed throughout meeting
- c. **Executive Director's Update-** Report distributed; discussed throughout meeting
- d. **Technology Report-** Distributed; not discussed.
- e. **Retail Roundtable-** Discussed throughout meeting.

Meeting Adjourned at 7:15PM

**Respectfully Submitted,
Jack Cunicelli
MBA Secretary**