

Media Business Authority Board of Directors Meeting Minutes

Tuesday January 14, 2014

In Attendance: Bryan Messick, Loic Barnieu, Debbie Pitt, Christopher Dougherty, Jack Cunicelli, Peter Bendistis, Tom Hibberd, Courtney Roszas, Zubair Khan, Deborah Shipley, Lisa Johnson

Absent: Warren Kuo, Harry Havnoonian

Guests: Bob McMahon (Mayor), Eric Stein (Former Borough Councilman)

Meeting called to order at 6:07PM.

1. **Public Comments: (Zubair Khan)**

a. **Bob McMahon (Mayor)-**

- 1. Bob McMahon announced that the restaurants would be hosting a "Media Restaurant Week" modeled after Philadelphia's Restaurant Week from Sunday, March 9th through Thursday, March 13th. He commented that this would be a great prelude to Dining Under the Stars. He also added that the fixed price point for the dinners would be \$30 for a \$50 meal at any of the participating restaurants.
- Bob McMahon informed the board of the upcoming parking lots/garage closures that would be taking place in 2014. He also mentioned that everyone is working together to prepare for these closures. Zubair Khan added that although this would be a very challenging issue this year, everyone was on top of it to find some workable solutions before it would be scheduled to take place. Bryan Messick also relayed to the board that all solutions were on the table including, but not limited to, the timing of the garage and lot closures, private lot parking possibilities, Septa public transportation incentives, and any other ideas/issues that may come up in the planning process. It was further suggested that members of the board may want to attend the upcoming Public Safety and CDC meetings to voice their opinion on this important issue.

2. **Approval of Minutes (Jack Cunicelli)**

- a. **November Minutes-** Debbie Pitt made a motion to approve the November minutes, Courtney Roszas seconded the motion, and the motion passed.
- b. **December Minutes-** Debbie Pitt made a motion to approve the December minutes, Tom Hibberd seconded the motion, and the motion passed.
- c. **Meeting Packets-** Zubair Khan recommended that the meetings packets be ready for sending on the Friday before each meeting week to give the board members a chance to have more time for review of the packets on a weekend.

3. **Treasurer's Report (Debbie Pitt)**

- a. **Authorize to Pay Bills-** Debbie Pitt requested approval for the payment of the bills for the month of December for \$29,679. Loic Barnieu made a motion to approve the bills, Peter Bendistis seconded the motion, and the motion passed.
- b. **Approval of the Financial 4th Quarter 2013 Report-** Debbie Pitt announced that the profit for 2013 was \$2000 which was a big accomplishment for the year considering that revenues were not as expected. She gave kudos to Zubair Khan and the board for closely monitoring the budget and cutting expenses as needed throughout the year. Debbie Pitt also added that the event expenses were up for 2013, but that this was mostly due to the holiday expenses with maintenance and lighting addition and replacement, Zubair Khan informed the board that there were some problems this year with holiday lights being thrown out and not replaced during building repairs for individual business owners. He recommended that when contractors are issued a permit by the borough, there would need to be a mention of preserving and restoring the holiday

lighting after any construction work. Zubair Khan gave an example of this with Azie, but added that he was appreciative of the owner reimbursing the MBA for a portion of the cost of replacing the lighting. Debbie Pitt requested board approval of the Q4 Treasurer's Report. Tom Hibberd made a motion to approve the Q4 Treasurer's Report, Peter Bendistis seconded the motion, and the motion passed.

4. **Old Business (Bryan Messick)**

- a. **Visitor's Survey 2013-** Zubair Khan announced that the Visitor's Survey was completed in 2013 and was currently being tabulated by Neumann University professor Dr. Andrea Pent. He also added that the a Merchant Survey would be conducted this year.
- b. **Donations to Police and Fire-** Bryan Messick announced that \$1000 would be given to the Fire Company and \$500 to the Police Association and would be presented at the Borough Council meeting in January. It was decided that this did not require a vote as it was already allocated for in the budget.
- c. **Jeremy Alvarez Proposal-** Tom Hibberd recommended that the MBA move forward with hiring Jeremy Alvarez this year to revisit and review the Houston Plan and make further recommendations. Jeremy Alvarez had presented his proposal to the board in 2013.

5. **New Business (Bryan Messick)**

- a. **Restaurant Week-** Zubair Khan recommended that the board vote on the cost of two promotional banners as well as printed advertising material for the upcoming Media Restaurant Week. He mentioned that this cost would be recovered by the MBA with the \$100 fee for restaurants to participate. Debbie Pitt made a motion to go ahead with the promotional printing allocation of \$500 and the banner fee of \$2000 (\$1000 for each) for a total of \$2500, Loic Barnieu seconded the motion and the motion passed unanimously.
- b. **Committee Assignments 2014-** Bryan Messick announced the various committee assignments for 2014.
- c. **Garage Closure 2014-** See above discussion under Guests- Bob McMahon.
- d. **MBA Intern-** Zubair Khan announced that there would be an intern available from Neumann College this semester for the MBA. He added that the intern would be working on business outreach and the Merchant Surveys.
- e. **MBA Partnership Requests-** Zubair Khan announced that MBA partnership requests have been increasing and that there was a need to now organize the requests and streamline the process by sending the requests to the proper committees rather than taking up time during the board meetings. Bryan Messick mentioned that there was a letter from Media-Upper Providence Library that would be sent out to the local businesses from the library asking for donations towards the Library Renovation Project. Zubair Khan also added that a note from Transition Town Media was also included in the meeting packet inviting any board members to their upcoming strategic planning session. Bryan Messick informed everyone that the board would need to be making a decision on Fig Magazine for the year. He encouraged board members to meet with, or reach out to Fig on their own with any questions that they might have regarding distribution, advertising, etc. Various board members voiced their concerns that Fig was becoming too watered down by branching outside of Media Borough and that it had lost some of its appeal.

6. **Borough Liaison Report (Lisa Johnson)**

- a. **General Introduction-** Bryan Messick gave a warm welcome to Lisa Johnson as the new liaison to the MBA and she continued to introduce herself to the board members.
- b. **New Year's Eve Celebration Cleanup-** Lisa Johnson brought up the concerns and complaints that were raised regarding the clean-up of the New Year's Eve Celebration. Zubair Khan answered that it was difficult to get people out on New Year's to help with cleaning and that he had personally walked around both that night and very early the next morning to clean up the glass. Loic Barnieu expressed that he didn't understand why the borough complained to the MBA about this when it was a community event and that due to union regulation, the MBA was not able to hire anyone to clean. Debbie Pitt added that next year the MBA should work with the borough to solve this issue. Board members expressed to Lisa Johnson that these were continuous issues and that the two groups should be working together. Lisa Johnson also asked how the board would like her to communicate things to the borough. Bryan Messick described the logistics of communications and Debbie Pitt added that the MBA would like Lisa Johnson to be the MBA's biggest supporter and assist the two groups working to make Media better together.

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

- a. **Events Committees**- The Event Committees are beginning to meet for planning for 2014.
- 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 7:38PM

**Respectfully Submitted,
Jack Cunicelli
MBA Secretary**