

# Media Business Authority Board of Directors Meeting Minutes

*Tuesday November 18, 2014*

**In Attendance:** Bryan Messick, Debbie Pitt, Jack Cunicelli, Christopher Dougherty, Peter Bendistis, Courtney Roszas, Dan Lievens, Zubair Khan, Deborah Shipley

**Absent:** Loic Barnieu, Tom Hibberd, Warren Kuo, Harry Havnoonian, Lisa Johnson

**Guests:** Ed Hanway (State Farm), Charlene Mulholland (Sorella Boutique)

**Meeting called to order at 6:06PM.**

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

- a. Charlene Mulholland (Sorella Boutique)-** Charlene Mulholland introduced herself and her background as a long-time business owner of Sorella Boutique in Media. She also expressed her desire to join the MBA Board.
- b. Ed Hanway (State Farm)-** Ed Hanway introduced himself to the board from State Farm Insurance. He informed the board that he was looking to network with different local groups and learn more about the MBA.

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

- a. October Minutes-** Christopher Dougherty made a motion to approve the October minutes, Jack Cunicelli seconded the motion, and the motion passed.

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

- a. Authorize to Pay Bills-** Debbie Pitt made a motion to ask for authorization to pay the October bills, Christopher Dougherty seconded the motion and the motion passed.
- b. Authorize to Charge Late Payments for A/R-** Debbie Pitt requested that the board consider approving a late fee for invoices if they were not paid within 30 days. Bryan Messick mentioned this could be 2.5% of the bill. Some discussion ensued and suggestions were also made into looking into online payment options for prompter and easier payment. No motion was presented at this time.
- c. Christmas Lights-** Zubair Khan and Bryan Messick explained to the board that the Christmas lights would eventually have to all be replaced to an LED option, but that it would be a huge cost. They also touched on the issue of businesses and property owners ripping down lights on buildings during facade repairs and not replacing those lights when the repairs were completed. Bryan Messick mentioned that the MBA was working on this matter to be a part of the permit process so that individual businesses and/or property owners would understand they were responsible for replacing any lights that were removed during facade improvement. Bryan Messick also announced that the lights would be on every evening on timer starting Black Friday and throughout the holiday season.

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

- a. Jeremy Alvarez Update-** Bryan Messick informed the board that Jeremy Alvarez was still busy working on his report and findings and that he would be presenting something more formally in the next month or two.
- b. Street Closure Invoice-** Bryan Messick informed the board that the request for borough assistance with the unexpected costs for Food Festival due to the Borough's last minute decision to keep Orange Street open was still awaiting a response from the Borough, but had not been paid yet by the MBA. Concerns were raised again about the absence of a Borough Council Liaison at each meeting and the learning curve of continuing to bring in someone new.

Zubair Khan again mentioned that a request would be made to Borough Council for a back-up liaison for 2015. Bryan Messick also added that representatives from the MBA would be attending the next Public Safety meeting to ask for greater consistency in the billing practices to prevent further unplanned expenses to the MBA Budget each year.

## 5. New Business (Bryan Messick)

**a. Elections for MBA Executive Board-** Bryan Messick announced that this was election month for the MBA.

**President:** Christopher Dougherty made a motion to elect Bryan Messick to serve again as President of the MBA, Debbie Pitt seconded the motion and the motion passed.

**Vice-President-** Christopher Dougherty made a motion to elect Dan Lievens to serve as Vice-President of the MBA, Jack Cunicelli seconded the motion, and the motion passed.

**Treasurer-** Bryan Messick made a motion to elect Debbie Pitt to serve again as Treasurer of the MBA, Jack Cunicelli seconded the motion and the motion passed.

**Secretary-** Christopher Dougherty made a motion to elect Jack Cunicelli to serve again as Secretary of the MBA, Debbie Pitt seconded the motion, and the motion passed.

**b. Holiday Mixer-** Bryan Messick announced that the Holiday Mixer would be held at Franklin Mint Federal Credit Union on Thursday, December 11<sup>th</sup> from 5:30-8:30pm. Discussions took place regarding plaques to be given out this year and Christopher Dougherty recommended a commemorative plaque be presented to Mrs. Doubet for her many years of service to the annual Veterans Day Parade. Zubair Khan also wanted to let the board know that Ann Cope, owner of Quincy's, had recently passed away and would be remembered for her many years of service to Media and other causes close to her heart.

**c. Acceptance of Board Resignations-** Bryan Messick announced that the board was receiving two resignations. Bryan Messick made a motion to accept the resignation of Harry Havnoonian to the MBA Board due to his lack of time available, Peter Bendistis seconded the motion, and the motion passed. Bryan Messick also made a motion to accept the resignation of Loic Barnieu from the MBA Board due to his busy schedule with 4 restaurants, Debbie Pitt seconded the motion and the motion passed.

**d. Recommendation of Charlene Mulholland to the MBA Board-** Jack Cunicelli recommended Charlene Mulholland to serve as an MBA Board member, Dan Lievens seconded the motion, and the motion passed. The recommendation and corresponding paperwork will be submitted at the November Borough Council meeting.

## 6. Borough Liaison Report (Lisa Johnson)-

**a. NONE-** Bryan Messick announced there were no Borough Council updates due to Lisa Johnson's absence at the meeting.

## 7. Committee Reports (Zubair Khan)

**a. Events Committees-**

**Holidays-** Bryan Messick and Zubair Khan discussed with the board the various Advertising and PR efforts that were currently being utilized for the upcoming holiday events and for the retail holiday shopping season. Comcast, Facebook, holiday handouts, Main Line Today Magazine's supplement insert, and the local papers were all discussed during this meeting.

**b. Promotions Committee-** Report distributed;

**c. Business Retention-** Not discussed at this meeting

**d. Executive Director's Report-** Report distributed; various items discussed throughout the meeting.

**e Technology Report-** Report distributed; Not discussed at this meeting.

**f. Retail-** Discussed throughout meeting.

**Meeting Adjourned at 7:22PM**

**Respectfully Submitted,**

**Jack Cunicelli**

**MBA Secretary**