

**Keyport Bayfront Business Cooperative**  
**Minutes - Board of Directors Meeting Teleconference**  
**April 8, 2020**

Attendees:

Jack Straub, Executive Director  
Lorraine DeVizia, President  
George McMorrow, Vice President  
Donna Purcell, Secretary  
Joe Merla  
Chris Sanborn  
Cat Galli  
Shauna Burlew  
Nicole Gangino  
Mayor Collette Kennedy  
Council Member Delia Sosa McDermott

Absent: Ann Boyce

Meeting called to order by Jack Straub at 6:38 pm.

Sunshine Law notice read by Jack Straub.

MOTION made by Shauna Burlew to approve minutes of March 31, 2020, seconded by Donna Purcell, APPROVED by voice vote.

As no members of the public were on the conference call, no motion was made to open a public session.

Executive Report

Director Straub advised the Board of updates to the KBBC website since the last meeting, particularly the completion of a dedicated page for business owners for COVID-19 related news and information. Also advised Nicole Gangino has taken over daily posts to KBBC facebook page, Nicole gave a quick update.

Reviewed proposal from HBK (KBBC auditing firm) to manage a phone in consultation service for Keyport businesses needing help filling out forms for loans and grants. Board discussed and agreed most businesses have already filed necessary paperwork. HBK has done the necessary groundwork, will be ready to go within a few days should we decide to use a phone consultation service in the future.

## General discussion

Board members discussed general observations regarding the business climate since the state shutdown. A suggestion was made to look into uniform signage for businesses to display in front windows when businesses are allowed to reopen. Director Straub will research costs and logistics. Director Straub also advised Board the highway sign on Route 36 and Broad Street is being changed to a generic "Thank you to all our first responders" message. Joe Merla inquired about purchasing a sign for his billboards on the side of one of his properties. Board agreed to pay for the cost of the sign in exchange for billboard ad placement at no charge.

MOTION by George McMorrow to adjourn, seconded by Mayor Kennedy, APPROVED by voice vote. Meeting adjourned at 7:32pm.