

# Keyport Bayshore Business Cooperative

## Minutes of the 9/11/19 Executive Board Meeting

### Attendees:

Jack Straub, Executive Director  
Lorraine DeVizia, President  
George McMorrow (Arrived at 5:34)  
Larry Vecchio, Treasurer  
Paul McKeefry, Secretary  
Ann Boyce  
Joe Merla  
Mayor Collette Kennedy  
Donna Purcell  
Chris Sanborn (Arrived at 5:35)  
Cat Galli  
Councilwoman Delia Sosa McDermott  
Stephen Gallo, Business Administrator

The meeting was called to order at 5:30 PM and the Sunshine Notice was read by Jack Straub

A public session was not held because there were no members of the public present.

Special Note: This is the first meeting with Jack Straub as Executive Director and Lorraine DiVizia as President

### Mayor's Announcement

#### Community Day

Mayor Kennedy updated the Board on her discussions with the Board of Education regarding Community Day.

- Being combined with Halloween Parade on 10/26 from 1 to 4
- Halloween Parade with start in Fireman's Lot and end at the School
- Community, borough organizations, and businesses are being invited to a participate in a table-top display program
- There will be a contest for best designed/themed table
  - Educational
  - Community
  - Business

#### Minutes from August Meeting

- A motion was made by Mayor Kennedy to approve the minutes as submitted by the Secretary.
- That motion was seconded by Lorraine DeVizia and passed by voice vote.

## **Executive Director's Report**

### **Treasure Hunt Results**

Jack Straub reported the numbers he received from MyTown Marketing

- 286 forms were turned in
  - But limit was one-per family because of change in the rules
- 6,000 in-person visits
- Some people didn't turn in a flyer
- Average amount of stickers was 20 per flyer
- 39000 views
- 1600 actions
- 3000 likes

### **August financials**

- Distributed to the board

### **Vice President**

Jack Straub pointed out during his report that we needed to elect a vice president since Lorraine is now President.

- Mayor Kennedy nominated George McMorrow
- That nomination was seconded by Lorraine DiVizia
- And approved by voice vote

### **Elections**

Jack Straub pointed out that:

- Nominations for next terms would have to come from the floor today.
- Chris and Lorraine interested in keeping their spots on the board
- Turn Anna's seat into a 3-year term

Jack Straub stated that if no other nominations were made at this meeting (other than Lorraine and Chris), after this election's certification in November Mayor Kennedy would be able to appoint candidates to fill Anna's seat and Ken Lawlor's seat.

Mayor Kennedy noted that she and Collette and Delia McDermott would need to abstain from nominations, if any, for the other positions because of how the Council oversees

Cat Galli nominated Lorraine DeVizia for the Board.

This was seconded by Joe Merla and approved by voice vote

Joe Merla nominated Chris Sanborn for the Board.

This was seconded by George McMorrow and approved by voice vote

Mayor Kennedy suggested having people drop off ballots, but it was pointed out that would have to be addressed for next year's election since it would require a change in the bylaws.

#### Balloting/Voting Schedule:

- Mailed by 9/30
- Returned by 10/20
- Certified in November

## Committee Reports

### 5k Discussion

- Keyport Kash will be distributed on September 20 (the night of the bag pick up) in Borough Hall
- Keyport Kash will not included in the late pick up on Saturday morning

## Events Committee

### Music Festival

Kean University is supplying a bus and driver to transport festival attendees between the Matawan Train Station and Downtown. We are just waiting on the insurance certificate to finalize the program with Kean. Jack Straub advised that:

- Everything sent off to them the week before Labor Day
- He has followed up numerous times
- They have everything and we are waiting on them

Magnetic signs will be allowed on bus, but nothing can be taped to the bus. Originally, we were aiming to have a trolley, but the University trolleys can't be use on public roads because they don't have seatbelts.

### Volunteers

- Mayor Kennedy to forward list of volunteers from last year.

### Festival Web Site

Jack Straub advised that he had instructed New Jupiter to deal directly with Paul McKeefry on the Festival Site

It was pointed out that Monmouth County Tourism has wrong info regarding festival

## Lighting

Lorraine DeVizia reported that we have 29 poles, 29 bows at Christmas, all wrapped in lights under \$5,999 from October 1 until St. Patrick's Parade

Ann Boyce reported that she had reached out to JVP and Sea Grass for quotes

Mayor Kennedy pointed out that the lights are a Visual Improvement issue not an events committee issue related to the festival

Joe Merla made a motion for Lorraine DeVizia to move forward with getting the lights for the poles at a cost of \$5,999. This motion was seconded by Collette Kennedy and approved by voice vote.

The snowflakes from county were discussed as well and it is believed that they are limited to residential areas but Collette Kennedy will investigate further.

Jack Straub advised that Kathy Clayton, our auditor, has said that if we have money allocated in the budget for an activity or expenditure it doesn't need to be motioned and voted upon.

Cat Galli left the meeting at 6:00.  
Larry Vecchio left the meeting at 6:25.

Ann Boyce discussed the various activities for kids/families

Magic Show X 3  
Balloon Guy  
Face painter  
Pumpkin painting

Crafts from the Fun House

Collette Kennedy recommended not cutting the amount of items being purchased from the Fun House but save any leftovers for future use (Christmas Tree Lighting, etc.) because it would be worse to run out than have too many.

Wrist bands for kids were suggested in order to keep an attendance record

#### **Vendors**

- None except local food
- No businesses putting stuff on side walk

#### **Other**

- Garden Club to do decorations
- Events committee to meet on Monday at 6 PM at KYC

Other items discussed:

Joe Merla motioned that:

\$1,000 be authorized for the Christmas Tree

\$300 be authorized for the Scarecrow Contest

These were seconded by Collette Kennedy and approved by voice vote.

A motion was made, seconded, and approved by voice vote to adjourn at 6:46.