

Keyport Bayfront Business Cooperative

Board of Directors Meeting

January 28, 2019

Minutes

Monday, January 28, 2019, Conference Room, Keyport Borough Hall

Board Members in attendance:

Ann Boyce, President
Jack Straub, Vice President
Larry Vecchio, Treasurer
Lorraine DeVizia
Donna Purcell
George McMorrow
Joe Merla
Chris Sanborn
Kenny Lawler
Cat Galli
Delia Sosa McDermott, Council Member
Collette Kennedy, Mayor

Absent:

Paul McKeefrey, Secretary

Others in attendance:

Stephen J. Gallo, Borough Administrator

Public attendees: None

The meeting was called to order at 6:33pm.

December 2018 Minutes

The minutes from the December 2018 meeting were provided to board members prior to the scheduled January 9 meeting, at beginning of the January 23 meeting which was subsequently postponed, and were also provided at this meeting.

- [Larry Vecchio motioned to accept the minutes as submitted.](#)
- [Donna Purcell seconded this motion.](#)
- [Motion passed by voice vote.](#)

The **Public Session** was opened at 6:38pm. There being no public present at the meeting, it was closed to the public at 6:38pm.

Meeting Dates for 2019

Jack asked if there were any objections to keeping the monthly meeting schedule as the second Wednesday of every month. All agreed, and Jack mentioned that he had asked Paul if continuing on the second Wednesday was OK, Paul had agreed. Since there was no change to the schedule, a motion was not needed.

Election of 2019 officers

Ann opened to the floor nominations for President. Jack volunteered to serve as President. He stated that without an Executive Director or Administrator in place, the board would need someone who could dedicate the time necessary to fulfill KBBC obligations. Ann asked if there were any other nominations for President. Since there were none, [Ann Boyce motioned to elect Jack Straub as President. Donna Purcell seconded. Motion carried unanimously by voice vote.](#)

Jack nominated Lorraine for Vice President. Lorraine accepted the nomination. There were no other nominations. [Ann Boyce motioned to elect Lorraine DeVizia as Vice President. Donna Purcell seconded. Motion carried unanimously by voice vote.](#)

Larry volunteered to remain as Treasurer. There were no other nominations. [Joe Merla motioned to elect Larry Vecchio as Treasurer. Jack Straub seconded. Motion carried unanimously by voice vote.](#)

Jack mentioned he had previously spoken to Paul about remaining as Secretary, and Paul had accepted. Jack nominated Paul for Secretary. There were no other nominations. [Donna Purcell motioned to elect Paul McKeefry as Secretary. Ann Boyce seconded. Motion carried unanimously by voice vote.](#)

KBBC Executive Board Officers for 2019

Jack Straub - President
Lorraine DeVizia - Vice President
Larry Vecchio - Treasurer
Paul McKeefry - Secretary

Meeting Discussions

A discussion was started regarding the KBBC database, which had been managed by KBBC Administrator Lori Davidson through a QuickBase software program, until her contract ended on January 15, 2019. It was stated that although Lori provided the QuickBase software, the information in the data base is the property of KBBC. It was also confirmed that Lori had been asked on several occasions in 2018 for login access to the QuickBase program, which was not provided. Issue will be revisited at the February 13 meeting.

Jack recommended that the board postpone accepting the December 2018 financial reports until the February 13 meeting. He stated that after reviewing the financials prepared for the January 9 meeting, he had found several major discrepancies, which would need to be resolved before acceptance and entering into the minutes. All board members agreed.

A discussion was held about hiring a bookkeeper for providing the monthly financial statements and managing QuickBooks. It was suggested a fee of approximately \$250 per month should be sufficient. The question was also asked as to whether 1099s had been sent out, it was unclear if Lori had completed that task before leaving January 15. An update on both the bookkeeper and 1099 issues will be made at the February 13 meeting.

The "Love Keyport" promotion administered by MyTown Marketing is currently under way, initial reports are that it has been a successful start. A question was asked about how the email Business Spotlights done by MyTown are chosen, it was explained that they rotate among all businesses (including highway) and there were no duplications in 2018.

A brief discussion was held about a future permanent stage for concerts and events in the MiniPark, with the possibility of KBBC sharing some costs with the Borough.

It was mentioned that the streetscapes (bricks around trees) are in need of repair. It was decided that this will be assigned to the Visual Improvements Committee for recommended action.

It was decided that the three existing KBBC committees will be continued for 2019. The committees are Events, Marketing, and Visual Improvements. Committee assignments will be made at the February 13 meeting.

A consensus was reached that KBBC needs to make a more concerted effort to provide services such as marketing seminars to our business community. It was agreed that this should be an ongoing part of the KBBC mission, regardless of whether it is considered part of the Marketing committee or a new committee is formed.

A proposal was made to hold an additional meeting in February after the February 13 meeting. February 27 was agreed on as the best date. [Collette Kennedy motioned to hold a second February meeting, Ann Boyce seconded. All approved by voice vote.](#) Jack will check the Borough calendar to determine where space is available.

A general discussion ensued covering various topics, including the purpose of events and activities being to attract people to town who would then stay to visit our businesses.

[Ann Boyce motioned to adjourn, Collette Kennedy seconded. All approved by voice vote.](#)

The meeting was adjourned at 7:58pm.