

**Keyport Bayfront Business Cooperative
Board of Directors Special Meeting - Agenda
Tuesday, March 14, 2023 at 6:30pm
70 West Front Street, Keyport NJ 07735**

Call to order

Sunshine Law notice read by Legal Rep.- Links to notice detail: <http://njfog.org/opma/>
In accordance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et.seq., as amended from time to time, notice of this Regular meeting of the KBBC board was delivered to The Independent and the Asbury Park Press newspaper and prominently posted on The Borough of Keyport & KBBC's website as a part of annual notice.

Roll Call Attendance:

- | | |
|--|---|
| <input type="checkbox"/> Larry Vecchio, President | <input type="checkbox"/> Joseph "JoJo" Merla |
| <input type="checkbox"/> Melissa O'Connell, Vice President | <input type="checkbox"/> Ann Boyce |
| <input type="checkbox"/> JoAnne Colonnello, Treasurer | <input type="checkbox"/> Donnie Blanks |
| <input type="checkbox"/> Yulia Kravchin, Secretary | <input type="checkbox"/> Doug Weider |
| <input type="checkbox"/> Rose Araneo, Mayor | <input type="checkbox"/> Lorraine DeVizia |
| <input type="checkbox"/> Chris Demarest, Councilman | <input type="checkbox"/> Genevieve Andrews- Kelly |
| <input type="checkbox"/> Jason Faltings, Resident | |

Approval Minutes for January

- Roll call

Presidents Report

- Update

Approval of Bills

- Roll Call

Events Committee Report- see attached

2023 Events Schedule- based on Council approved budget of \$85,000

- Wednesday, April 26 - KBBC Stakeholders Coffee Social
- Saturday, May 13 - Bayfest (Chili & Chowder Crawl)
- Saturday, June 3 & Sunday, June 4 - Music on the Bay 3pm-6pm
- Thursday, June 8 - WOOF-STOCK (Thursday Music/ Dog night out) 5pm-8pm
- Saturday, June 10 - Borough Yard, Sidewalk, Book Sale 9am - 5pm
- Thursday, June 22 - Keyport Cars & Blues Show (Thursday Music) 6pm-9pm
- Thursday, July 13 - Fat Thursday (Thursday Music)- 5pm-8pm
- Thursday, August 17 - Light up the Bay (Thursday Music) 6pm-9pm
- Saturday, September 9 - Kids Ice Cream Crawl 11am-1pm

- Saturday, September 16 - I Love Keyport Day (Taste of Keyport) 11am-6pm
October Halloween Storefront / House & Battle of the Blocks competition
- Sunday, October 15 - Wake the dead! dine shop zombie stroll 11am-4pm
- Thursday, October 19 - Familiars Flaunt (Thursday Music/ Dog Costume) 5pm-8pm
- Saturday, October 21 - Bewitched in Keyport 11am-5pm
- Saturday November 25 - Miracle on Front St (Shop Small & tree lighting) 11am-8pm
- Thursday, December 7 - Ugly Sweater Shop & Stroll (Thursday Music) 5pm-8pm
- Saturday(s) December 9,16, 23 -Sip & Shop, Cookies & Carollers 3pm-6pm

Roll Call

*Approval for all deposits to book & hold all the vendors for above approved events

Open to Public

Treasurer's Report

- P & L, Reconciliation, Balance sheets
- Keyport Cash update *
 - *All 2022 cash has expired 12/31/22. We will continue to accept cash from the shop owners until the end of January. A post on Social Media has been made and an email sent out.
- Payment of bills associated to KBBC business or outstanding payments

New Business

- Discussion of proposed resolution (see attached- re: payments for “regular bills”)
- Discussion on the policy of the Cancellation of a Meeting
- Revisit Budget for additional Music nights on Thursday (Larry)

Other open items

- Approval for Flower Pots Spring, Fall, Holiday & payments

Old Business

- Permission to get poles & rotating Banner across Broad Street
- Update on painting of the overpass on the highway (Larry)
- Update on the set up for ACH for mail Chimp (they only take credit card)
- Selling Laptop - Joanne
- Update on Cancellations for Paychex and AT&T cellphone ??????
 - Phone & Payroll Company- Mr. Manfredi was to write a letter to both Paychex and AT&T to make Jenn the authorized contact ?????
- Update on 2021 Audit - Joanne
- Pavers & Sidewalk: Letter to Businesses update - Larry
- Other open items

Committee Reports

- Events - see above
- Marketing - 2 page Monmouth Ad
- Visual Improvements - New Highway sign & new town signs - Larry
- Hiring Committees ?? (Larry, Melissa, Ann, JoJo) Social Media
- Social Media Report - Nicole
- Office Work: Car Guide / Business Directory / Stakeholder list

Open to Public

Adjournment

Motion to Close 1st _____ 2nd _____

Keyport BID, Inc.

1000 VNB-Operating Account, Period Ending 02/28/2023

RECONCILIATION REPORT

Reconciled on: 03/06/2023

Reconciled by: Michael Carlon

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	155,045.38
Checks and payments cleared (10)	-3,227.13
Deposits and other credits cleared (0)	0.00
Statement ending balance	151,818.25
Uncleared transactions as of 02/28/2023	-2,710.00
Register balance as of 02/28/2023	149,108.25
Cleared transactions after 02/28/2023	0.00
Uncleared transactions after 02/28/2023	-4,842.23
Register balance as of 03/06/2023	144,266.02

Details

Checks and payments cleared (10)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/10/2023	Check	3405	Keyport Coffee	-40.00
01/31/2023	Check	3414	A Family Treasure	-20.00
01/31/2023	Check	3415	Planet Bagel	-20.00
01/31/2023	Check	3412	Staples	-398.80
02/08/2023	Expense		Burlew's Steak and Seafood	-85.00
02/10/2023	Expense		Paychex Inc.	-97.00
02/13/2023	Expense		AT&T Wireless	-111.33
02/25/2023	Check	ACH	Hear Here	-1,650.00
02/25/2023	Check	ACH	JSMT Media, LLC	-720.00
02/27/2023	Expense		Intuit	-85.00
Total				-3,227.13

Additional Information

Uncleared checks and payments as of 02/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/10/2021	Check	3087	New Jupiter Media	-1,105.00
11/29/2021	Check	3130	Down 2 Earth Wellness	-20.00
08/26/2022	Check	3266	Burlew's Steak and Seafood	-85.00
09/14/2022	Check	3278	Italian Touch	-75.00
12/20/2022	Check	3390	Yellow Rose Diner	-70.00
02/21/2023	Check	3417	Trading Hut	-10.00
02/21/2023	Check	3416	Broad Street Diner	-220.00
02/26/2023	Check	3418	Nicole Gangino	-1,125.00
Total				-2,710.00

Uncleared deposits and other credits as of 02/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/10/2022	Check		AT&T Wireless	0.00
09/30/2022	Check	10006	Burlew's Steak and Seafood	0.00
12/09/2022	Check	10028	Tiffani's Vintage Closet	0.00
01/10/2023	Check	3406	Keyport Funhouse	0.00
Total				0.00

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Uncleared checks and payments after 02/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/14/2023	Check	10001	Hear Here	-1,100.00
03/14/2023	Check	10002	Nicole Gangino	-1,500.00
03/14/2023	Check	10003	Manfredi & Pellechio	-2,242.23
Total				-4,842.23

