

Marlborough Business Association Minutes
Board Meeting-Monday June 13th 2016
marlboroughba@gmail.com

Board Members Present: Jenny Bergeron, Chris Costa, Clayton Everett, Laura Hart, Brendon Monstream, Greg Murphy, Sharon Reiner, Craig Robinson

Board Members Absent: Marti Choquette, Enza Dandeneau, Pamela Frank-Hall, Leah O'Hearn, Scott Welch

The meeting was called to order by Laura Hart at 9:02 in the Community Room at Liberty Bank, Marlborough. A motion was made by Clayton Everett and 2nd by Brendon Monstream to approve the minutes from the May meeting. The minutes unanimously passed as written.

MBA Tax Status:

Chris Costa reported that the MBA Tax status package was mailed to the IRS sent via return receipt and that the check was cashed. The MBA is waiting to hear about Non-profit status which could take up to 6 months.

Administrative Assistant:

Laura welcomed Shannon Bielaczyc as the new administrative assistant. Among other things, she will be responsible for taking minutes, preparing financial reports, notifying potential members and existing members of upcoming events, interfacing with board members and working with Craig Robinson on Marlborough Day. Shannon will be presented with her contract when Scott returns.

Financial Report:

Chris reported:

CD Balance \$10,342.91

Checking balance \$839.64. This includes the cashing of the IRS check for \$850.00 as well as the \$6.95 for mailing.

Annual Member Dues paid to date:

Little People Unlimited DBA: Discovery Zone

Diversified Group Brokerage

Sadler's Ordinary

Oral Maxillofacial Surgeons

Pamela Frank Hall

William Bradley

L.C. Daycare

Marlborough Arts Center

SM Welch

Neighbor to Neighbor

Paid at meeting:

Edward Jones

Short Bus Catering

Membership:

Laura reported that 30 invoices were sent out and MBA received 12 back including the 2 paid at the meeting. Shannon will send out future invoices. Board discussed that 35-40 days after invoices have been sent out, non-paying members should be contacted. Shannon and Laura will meet and talk about how to contact non paid members. Members will be asked to include the invoice number and business name be written on their check.

Jenny Bergeron asked who is in charge of membership. Clayton stated that according to the November 2015 minutes, Scott and Jessica are in charge of membership.

Jenny will reach out to Glastonbury Chamber of Commerce to get a copy of their new member packet so the MBA can make a version to send to new MBA members.

Laura said membership goals should be:

Membership(increasing)

Marketing

Marlborough Day

Quickbooks:

Laura proposed that the MBA purchase Quickbooks. There was a discussion as to what the MBA already owns and what would need to be purchase. Greg agreed to put a report together and email it to the board by June 17th 2016.

Marlborough Day:

Marlborough Rehabilitation will not participate in Marlborough Day this year. They previously sponsored the Roaming Railroad which Jenny offered to sponsor this year.

Craig and Shannon will meet Thursday June 16th and report back to the board. Craig said that Jessica will give MBA all of her files and will do Marlborough Day press releases. She will also give MBA the brochure, digital and hard copy.

Jenny's cousin will do Signage for the event stating that the event needs a logo.

Sharon Reiner brought up the idea of finding a title sponsor for the event. Jenny will reach out to the new developer in town, Swartz Realty to see if he would like to be a title sponsor of Marlborough Day. The board agreed that this is a good idea as long as MBA's hosting of the event is spotlighted.

Updating Website Update:

Clayton reported that Rachel will give him all of the passcodes and keycodes. Greg will post any content given to him. New members will be listed on the website and Clayton suggested highlighting a member of the week Laura suggested having a 3rd Thursday Social Media event.

MBA Scholarship:

Kellie Marie Martin submitted a scholarship application that was sponsored by the Marlborough Foodbank. Kellie volunteers every Tuesday at the foodbank. Chris made a motion and Jenny 2nd it to give the \$500 scholarship to Kellie.

The motion passed unanimously. Chris will notify Kellie and the scholarship will be presented during the July 3rd Thursday event.

Data Entry:

Brendon will continue working on Data Entry. He'll make a PDF fillable form to attach to emails. Greg will work on this as well.

By-Laws:

The issue of MBA by-laws will be tabled until the September 12th meeting.

Small Business Owners Retirement packages:

At the next 3rd Thursday event, Jenny will offer a presentation on the newly passed, HB5591, which is Connecticut's Small Business Owners retirement savings plan. This will affect all businesses in CT with 5 or MORE employees.

At 10:30, Laura made a motion, 2nd by Sharon to adjourn the meeting. The motion was passed unanimously.

Upcoming:

MBA Meeting Monday July 11th 8:30 am

3rd Thursday event July 21st 5:00 PM It's So Ranunculus

Respectfully Submitted

Shannon Bielaczyc
Marlborough Business Association Administrative Assistant
June 14th, 2016