

**Highlands Business Partnership  
Annual Meeting of the Board of Director's  
March 12, 2001  
Henry Hudson Regional High School  
Grand Tour  
Highlands, NJ 07732**

**Annual Meeting Election - Casting of ballots**

At 7:30 check-in for casting of ballots began with two volunteer residents and HBP committee members overseeing the ballot process for all registered HBP members. The slates of candidates for three-year terms are:

**Commercial Property Owners: (Two vacant seats)**

Larys Cartaya – Bolero Café  
Roger Mumford – Miller St. Apartments

**Business Operators (Three vacant seats)**

Todd Berkhout – Once Upon A Petal  
William Garcia – Fortuna Enterprises  
Henry Moyer – Off The Hook  
Catherine Lustig – Christine Michelle Handmade

**Absentee ballots were filed by fax no later than March 9, 2001 4 pm**

**Casting of ballots was closed at 8 pm**

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Lynn Hunter, President, called the public session to order at 8 pm.

**Meeting Attendance:**      ▶ = present x = absent

K. Armstrong	▶	B. Duncan	▶	H. Moyer	▶	J. Wicklund	▶
T. Berkhout	▶	W. Garcia	▶	R. Mumford	▶	D. Stafford	x
L. Cartaya	▶	L. Hunter	▶	R. Rauen	▶		
D. Douty	▶	K. James	▶	S. Ruby			
C. Cefalo-Braswell	▶	J. Koenig	▶	M. Kovic	▶		

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**Non-voting members: received annual report – attendance not requested**

Patti Baxter  
Jeff Flimlin  
Larry Novick  
Roberta Sheridan

**50% + 1 = quorum (8)      executive session 15/17      public session 16/17**

**Minutes January 29, 2001**

Minutes from the regular meeting of the HBP Board of Directors on January 29, 2001 were reviewed. A motion to accept the minutes was made by T. Berkhout, with a second to the motion by J. Wicklund. With all in favor the minutes were accepted into record.

**Notice for Annual Meeting**

A December 11, 2000 planning meeting outlined the nomination committee, and annual meeting and election process. A presentation was made on January 8 to the Mayor and Council. A report from the nominating committee was sent out to the membership at large on January 29, 2001 with subsequent notices mailed on February 15 and March 1, 2001. A second presentation was made to the Mayor and Council on February 5, 2001. The meeting was noticed in the Asbury Park Press and Middletown Courier February 19 and 26, 2001.

### **Treasurer's Report**

William Garcia presented the Treasurer's report that the balance of cash on hand was \$69,843.56. Written account statements were distributed. Wiss & Company, the auditor is working on the final income statements and filing as required by statute prior to the April 30<sup>th</sup> deadline. A chart of accounts is being developed to provide a comprehensive breakdown of income and expense categories. The Treasurer's report was offered by D. Douty to be accepted as submitted; with a second to the motion by Joan Wicklund. All were in favor of accepting the report

### **Annual Report Summary**

A draft annual report was provided to the Board at the January 29, 2001 regular board meeting along with the informational documents that HBP created to submit to the Borough at the two public meetings the first quarter of this calendar year. The Board reviewed the annual report, and a motion was made by Lynn Hunter, second by Roger Mumford to accept the report into our corporate records. Comments were positive over the activities and success of HBP projects undertaken in our first full year of operation. It was noted that there are many challenges that lie ahead to meet our goals and objectives, especially with business recruitment /retention and re-development.

### **Committee Reports**

#### **Marketing/Events**

The Farmers Market will fall under the HBP special events calendar. An agreement between Nancy Makofka and the Marketing Committee will see the market relocate this season to Cornwell Street in an effort to promote more business in a concentrated area.

#### **Economic Development**

Roger Mumford and Bill Duncan reported that special thanks to Councilman Bob Rauen for working on a reduced minimum with the commercial sewer rates. There will be changes forthcoming for next fiscal year (July) that will positively affect commercial sewer rates.

#### **VIC**

Kathy Armstrong reported that a plan for additional planters has been developed and planting this season will be done in partnership with the Garden Club.

#### **Action**

The contract for the Bayshore Development Office, which had expired 12/31/00 was offered for renewal by Bill Duncan with a second to the motion by Todd Berkhout. With all in favor the contract was to be executive by the Officers.

The remaining contracts for Attorney, Ron Reich, and Allen Consulting were offered by a motion by B. Duncan, with a second by K. James to have the executive committee/officers negotiate these contracts to a successful conclusion. Discussion centered around the marketing initiative and necessity for having legal council on a retainer. With all in favor the officers will negotiate and authorized the contracts for Allen Consulting and Ron Reich, Attorney.

### **Annual Meeting Election Results**

Carol Bucco, election volunteer, announced the results of the election for the vacant seats of the Board of Directors for new three-year terms:

#### **Commercial Property Owners**

Larys Cartaya	Bolero Café
Roger Mumford	Miller St. Apts

### **Business Operators**

William Garcia	Fortuna Enterprises
Henry Moyer	Off The Hook
Catherine Lustig	Christine Michelle Handmade

Todd Berkhout, Once Upon A Petal was thanked for his commitment of time and support to the efforts of Highlands Business Partnership. As Todd was an officer, the Secretary of the corporation, there is now a resulting vacancy. Not able to foresee this event, the Board was asked to provide nominations from the floor for the position of Secretary. B. Duncan nominated Kathy Armstrong for the vacancy of Secretary and Officer of the corporation. Kathy Armstrong acknowledged the nomination, but declined taking on another duty as the VIC Chair and Board member, her plate is more than full. Joan Wicklund nominated Kathryn Lustig. Kathryn accepted the nomination. There being no further nominations from the floor the nominations were closed by a motion from B. Duncan, second by K. James. With no further discussion and all in favor, Kathryn Lustig is the corporate Secretary of Highlands Business Partnership.

There were no public comments.

The meeting adjourned at 9:25 p.m.

The next regular meeting of the Board of Directors is August 13, 2001

Submitted by K. Shaw, HBP Business Advocate