

**Highlands Business Partnership
 District Management Corporation
 Highlands Business Improvement District
 PO Box 375, 140 Bay Ave, Highlands, NJ 07732
 732-291-4713 F/732-872-1031 www.highlandsnj.com
 Executive Meeting – January 30, 2013**

HBP President, Carla Cefalo Braswell, called the January 30, 2013, executive session of the Board of Directors to order at 6:56PM. The meeting was held at Off the Hook, 1 Navesink Ave., Highlands, NJ. HBP President, Carla Cefalo-Braswell read the meeting notice. There was a quorum with the following in attendance.

Meeting Attendance: P = Present A = Absent	
	Kevin Redmond – Planning Liaison – P
Ara Jamgochian – P	Larry Colby - P
Carla Cefalo-Braswell – P	Leo Cervantes – P
Douglas Lentz – P	AJ Solomon - P
James Bollerman – P	Nancy Burton – P
Jay Cosgrove – P	Rebecca Kane (Council Liaison) – P
James Filip - P	Rafaella Lee – P
Kevin Connelly – Resident - A	William Weber - A

Carla Cefalo read Jim Bollerman’s letter of resignation. Jim will stay active with the HBP but due to other commitments, he had to resign. Jim Filip made a motion to accept Mr. Bollermans resignation, Carla Cefalo second.

Kim Slate from Off the Hook was nominated to fill the vacant seat. Henry Moyer and Nick DeBari have both filled out the form that designates Kim to serve the board as a representative from Off the Hook. Larry Colby made a motion to elect Kim Slate to the board, Kevin Redmond second. All were in favor and the motion carried. Kim was asked to join the executive session.

2013 Board Packets were distributed and the members were instructed to review and sign their 2013 disclosure statements and return to Diane by the end of the meeting. The current board roster will be emailed shortly with new contact information. The Executive Committee would serve as the Nominating committee for the Annual election.

Diane will set up an appointment with the Curchin Group for the 2012 Certified audit. Karen Taylor, who is also on the HFH Committee is a CPA and has experience with non-profits has helped do the journal entries for 2011, which dated back to 2010 when HBP was not funded. The audit was submitted to DCA and the Borough and everything is now closed for 2011. The audit fee will most likely increase from \$3,400.00 due to the additional HFH account.

The Executive Board attended a Council meeting in Executive session discuss how HBP would execute HFH funds. The HFH Committee was formed and meets every Thursday evening at Bahrs; Diane is present and takes minutes for HBP interest. Material Grant Applications went out to residents and businesses affected by the hurricane last week. As if today we have received 51 resident and 5 business applications. The HFH Committee will be processing applications every Thursday until funds are exhausted.

We still have not received a formal grant agreement from the Robin Hood Foundation. Jim Filip is involved with the Robin Hood Foundation on another project and informed us that the email that was sent on Dec. 11, 2012 is their commitment. He explained how the funding works, and that their guidelines are very strict. They grant \$100,000.00, and that must be dispersed, and a report must be sent to them as to how the money was spent. Upon approval they will then wire the remaining \$100,000.00. The HBP’s obligation to them will be reporting how the money will be used and to follow through with that obligation. This will be a need-based program, to provide services that are needed to get low to moderate families back into their homes. The actual disbursement program is still to be determined along with the income qualifications to apply. Carla Cefalo does not feel the HBP should be involved in that aspect and that a case manager would have to be hired. The Robin Hood Foundation has allocated \$50,000.00 to use in hiring a case manager. The HBP will put together a job description and hire a part time case manager or partner up with one of the other towns that have received funding. A special meeting will be called once the funding is received to determine the next steps. The HBP is responsible for the fiscal monitoring of the grant. Nancy Burton volunteered to attend the special meeting once the funding is received.

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Carla asked the board to authorize the Executive Committee and Committee Chairs to form the search committee and proceed with the hiring process. Mr. Hill would be included to serve on the committee.

Carla explained the structure of the HFH Committee which consists of Rick Korn, Chair, who is a concert promoter and has promised to raise large amounts of money; Rachel Stockton, a school teacher who knows the needs of the children; Rosemary Ryan, Co-Chair, who was instrumental in coordinating volunteers and supplies after Sandy; Karen Taylor, CPA and Tim Hill Borough Administrator. Bob Small was recently asked to join the committee. He paid for all expenses of the Brian Kirk HFH Benefit Concert including the rental of the Count Basie Theatre. There was a profit of \$27,000.00 raised at that concert. Rick Korn has expressed interest in applying for the case management position. Rick attended an informal meeting held at Off the Hook regarding the flooding situation in Highlands. Also in attendance was Councilman Chris Francy, Dale Leubner, Borough Engineer; Steve Szulecki, Chairman of the Environmental Commission and a Professor at Rutgers University. Rick Korn has submitted a proposal to HBP. Jim Filip commented he did not feel the proposal he submitted did not qualify him as a case manager. He pointed out that the Robin Hood Foundation tends to give more funds to the organizations that do a good job in managing the donation, so it is critical to get the best person for the job. Nancy Burton commented that whoever would take on this position would have to work well with Carla, Diane and the board.

Based on the proposal received and the need for HBP to advertise that we are open for business successfully, Carla presented a job description for a professional fundraising development position for non-profits and read it to the executive board members. Copies will be emailed to the board. In addition, she will also include the case manager job description.

Carla mentioned a letter that Rick Korn wrote to Bruce Springsteen and his staff about doing a Restore the Shore Benefit concert. She added that she has read some of his work and he is an excellent writer and a professional promoter. Carla suggested that his background would fit the responsibilities in the job description but that the amount he requested would be a burden to HBP this year and that the budget was already approved. Also, if the HBP were to hire someone we would like the contract to stipulate that there is a guarantee to bring the money back to the HBP. Nancy Burton asked about the possibility of getting a loan to pay for this service. Carla advised the statute allows the Borough to give us a 0% interest loan and he would be required to raise the money to cover the cost.

Carla polled the board for their interest in hiring a consultant for this type of position. All board members were in favor.

Rebecca Kane said that when we do the interview to make sure there is full disclosure. Carla suggested a sub-committee be formed. Nancy Burton expressed interest. Rebecca Kane may be available but did not commit. The executive board would meet with Mayor Nolan to discuss the matter further.

A motion was made to close the executive portion at 7:33 by AJ Solomon and second by Doug Lentz. All were in favor and the meeting adjourned at 7:33PM.

Submitted By Diane Keaveny