

Marietta Area Business Association

MEETING MINUTES



Regular Board Meeting

October 17, 2019, 8:30am – 10:00am

Northwest Bank, Board Room

Attendees (absentees noted in *italics*):

Bev Kreider, President
Scott Barrows, Vice President
 Sarah Barrows, Secretary
 Bob Heiserman, Treasurer

Audrey Kushner, Board Member
 Abby Ulrich, Board Member
Tammy Weidman, Board Member
Eric Miller, Board Member

*Note: [Hyperlinks](#) within minutes link to documents shared at the meeting.

Executive Summary

MOTIONS

Motions	1st	2nd	Vote*	Impact
Motion to approve the September 23, 2019 regular board meeting minutes.	Bob	Abby	Aye: 5 Nay: 0 Motion Carries	N/A
Motion to approve the October 17, 2019 Treasurer's Report.	Abby	Audrey	Aye: 5 Nay: 0 Motion Carries	N/A
Motion to recommend MABA members vote on new qualifications for nominees (as stated in notes) for the MABA board.	Bob	Abby	Aye: 5 Nay: 0 Motion Carries	Bylaw change; requires membership vote Would help establish momentum and continuity year after year and assure board members are actively committed and involved.
Motion to recommend MABA members vote on new terms and board officer appointment process (as stated in notes) for the MABA board.	Bev	Audrey	Aye: 5 Nay: 0 Motion Carries	Bylaw change; requires membership vote Would help establish momentum and continuity year after year and assure board members are actively committed and involved.
Motion to approve the use of an unbiased third party to oversee the elections and use a paper ballot system for voting.	Sarah	Abby	Aye: 5 Nay: 0 Motion Carries	Provides voters with anonymity and confidence in the voting process with an unbiased third party to oversee elections.
Motion to approve the Fall Marietta Traveler ad with the following changes: 1) add a call to action to sponsor a planter, 2) add information on the adopt-a-planter program on the MABA website, and 3) add the May 16, 2020 date for Front Street Clean-Up.	Bob	Abby	Aye: 5 Nay: 0 Motion Carries	Ad generates awareness of the Adopt-a-Planter program as well as serves as a 'Save the Date' for Marietta Day and Front Street Clean-up in 2020.

Motion to approve MABA new member applications from Heart Cafe, Marietta Pizza, McCleary's Pub, Nick's Bistro, Perry Street Cellar and Railroad House Inn Restaurant, Shank's Tavern, Ascot House B&B, Railroad House Inn, Marietta Visitor's Center, and Homestead Furnishings & Gifts	Bob	Audrey	Aye: 5 Nay: 0 Motion Carries	New members have been approved and dues have been collected; new members to be featured on the website and MABA collateral.
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*Voting may take place only when a quorum is present; MABA bylaws define a quorum as a simple majority of board members.

ACTION ITEMS

Action Items	Responsible	Due Date
Confirm refreshment donations for the MABA Annual Meeting and Mixer	Tammy (Shank's Tavern) Eric (Nick's Bistro, Marco's)	ASAP
Finalize the Fall Marietta <i>Traveler</i> ad with the approved board changes	MABA Admin	10/21/19
Send Annual Meeting & Mixer reminder email week of the meeting	MABA Admin	10/21/19
Create presentation slides that support meeting agenda topics, etc; provide content to Sarah for any slides you need	Sarah, Presenters	10/21/19
Draft 'Plan A' and 'Plan B' nomination ballots	Sarah	10/22/19
Draft handout explaining proposed changes to board member nomination and election process	Sarah	10/22/19
Setup meeting space at The Community House	All available board members	10/22/19
Print 50-100 MABA flyers to hand out at meeting	Audrey	10/23/19

KEY DATES

Date & Time	Event	Location
Tuesday, October 22 @ 1:00pm	Setup Tables and Chairs for Meeting	The Marietta Community House
Wednesday, October 23 @ 5:30 - 7:00pm	MABA Annual Meeting & Mixer	The Marietta Community House
Thursday, November 21 @ 8:30am	MABA Board Meeting	Northwest Bank Board Room (TBC)
Saturday, May 9, 2020	2020 Marietta Day	Market Street, Marietta

Detailed Meeting Minutes

- Meeting called to order (Bev) - [Agenda](#)
- Review previous Meeting Minutes (Bev)
Motion to approve [September 23, 2019 Meeting Minutes](#) - Bob, Abby (2nd) - All Approve; motion carries
- Officer Reports: Treasury (Bob) - [October 17, 2019 Treasury Report](#)
 - Checking Starting Balance (09/23/19): \$5,327.29
 - Credits: \$125.00 (new memberships), \$0.08 (interest)
 - Debits: \$200.00 (Marietta Traveler ad)
 - Ending Balance: \$5,252.37
 - Savings Starting Balance (09/23/19): \$14,588.65
 - Credits: \$4.81 (interest)
 - Ending Balance: \$14,593.46
 - Beautification Committee Starting Balance (08/29/19): \$1,354.52
 - No transactions
 - Ending Balance: \$1,354.52

Motion to approve the October 17, 2019 Treasury Report - Abby, Audrey (2nd) - All Approve; motion carries

- October Member Meeting
 - Agenda
 - 5:30pm Refreshments & Mingle
 - 6:00pm Welcome (Bev)
 - 6:05pm Committee Updates
 - Economic (Sarah)
 - Beautification (Bob)
 - Social (Scott)
 - Marietta Day (Bob)
 - 6:30pm 2020 MABA Board Nomination & Election Process (Bev)
 - Review Nomination and Election Process
 - Review proposed changes for 2020
 - Membership Voting for By-Laws changes
 - 6:45pm Closing Comments
Distribute nomination ballots, instructions
Refreshments & Mingle
 - 7:00pm Collect all nomination ballots; board to review nominees
 - Visual Aids
 - Sarah to create welcome, donation 'thank you' slides, section slides, nomination and election process slides identifying proposed changes
 - Sarah to create handout to summarize proposed nomination and election process changes for member voting; create ballots (one per business)
 - Please email any content you wish to have included in the presentation by Monday, October 21.
 - Sarah to bring projector to meeting.
 - Refreshments Donations
 - Audrey - Freddy and Joey will donate food; Freddy will bring to the meeting

- Abby - Marietta Pizza will donate pizza for the meeting; Abby to pick up food
- Tammy - check with Tammy to confirm if Shank's will donate (Bev said Tina mentioned bringing something, probably soup)
- Eric - waiting to hear if Marco's or Nick's will be donating any food
- Bev - Heart Cafe will donate food; Bev to procure plates, silverware, napkins, beverage, etc and will provide table linens
- Beverages - Audrey/ Swedish Motors will donate some alcoholic drinks
- Setup
 - Meet Tuesday, October 22 @ 1pm at the Community House to setup tables and chairs for meeting
- Promotion
 - Post card invites mailed and received
 - Facebook even reposted
 - Email reminder (drafted)
 - Reminder to board members to personally remind/ invite members and non-members to join
- MABA Board Nomination & Election Process
 - Board proposes changes to the nomination and election process - why?
 - Help establish momentum and continuity year to year; currently board officers serve a term of 1 year and board members at large have a term of 2 years - it is difficult to maintain momentum and tribal knowledge year to year
 - Help establish an expectation of effort and participation for nominees and assure members have an active interest in improving Marietta and will actively contribute and participate.
 - Board Qualifications for Nominees - the board suggests the following qualifications for any board member nomination
 - Must be a current member (dues paid)
 - Must commit to attend board meetings
 - Must commit to actively participate on a MABA committee
 - Must have a business or residence in the 17547 zip code
 - Terms - the board suggests the following terms for any board position
 - Elected board members will serve a 2 year term
 - Board members will appoint officers to serve a 1 year term
 - Board Officer Appointment - the board recommends the following process
 - Propose that MABA board officers (President, Vice President, Secretary, Treasurer) are appointed by board members only
 - Officers will be appointed for a 1 year term (can be reappointed)
 - Should the members approve these changes to the bylaws and process, the board recommends that 2020 will be a transitional year where 2 board members will be elected for a 1 year term, and 4 board members will be elected for a two year term. This will align the current board where two members have 1 more year of their term and make it that there is no more than 4 new board members each year.

Motion to recommend MABA members vote on new qualifications for nominees (as stated above) for the MABA board - Bob, Abby - All Approve; motion carries

Motion to recommend MABA members vote on new terms and board officer appointment process (as stated above) for the MABA board - Bev, Audrey - All Approve; motion carries

- Board Member Voting Process
 - Board proposes a new voting process that would provide member anonymity and employ an unbiased third party to oversee the voting process
 - Audrey has a friend that may be willing to oversee the election or perhaps someone at Borough Hall would be willing to help
 - The board recommends a paper voting process
 - Each business would receive a paper ballot in the mail after Thanksgiving listing the names of all qualified nominees
 - Businesses complete their board member ballot and send to an unbiased third party designated by the board to oversee ballot submission (one per business); completed paper ballots must be postmarked by Friday, December 13th
 - The unbiased third party will provide the MABA board with a tally of the votes which the board will communicate with the greater membership and announce the winning board members

Motion to approve the use of an unbiased third party to oversee the elections and use a paper ballot system for voting - Sarah, Abby - All Approve; motion carries

- Reports of Special Committees
 - Beautification Committee
 - Click link to see detailed notes from [October 15 Beautification Committee Meeting](#)
 - MABA Admin
 - Fall ad for the Marietta Traveler drafted
 - MABA Annual Meeting & Mixer - Reminder email to be sent 10/21/19 (Monday before meeting)

Motion to approve the Fall Marietta Traveler ad with the following changes: 1) add a call to action to sponsor a planter, 2) add information on the adopt-a-planter program on the MABA website, and 3) add the May 16, 2020 date for Front Street Clean-Up - Bob, Abby - All Approve; motion carries

- Drafted email for upcoming meeting - Admin needs election details
- Shared posts about the haunted house at the Union Meeting House and MABA Annual Meeting & Mixer on Facebook
- Updated MABA website directory and added some content for businesses (more businesses have signed up this week and may need to be added)
- Updating of master membership spreadsheet in Google Drive in-progress; waiting for responses from some members
- Wix Website Membership is up for renewal and a credit card is needed for payment (price increased from \$168 to \$204 for the year); Bob and Bev signed paperwork this week to request a debit card for the MABA account

- Need to approve new members: Heart Cafe, Marietta Pizza, McCleary's Pub, Nick's Bistro, Perry Street Cellar and Railroad House Inn Restaurant, Shank's Tavern, Ascot House B&B, Railroad House Inn, Marietta Visitor's Center, and Homestead Furnishings & Gifts

Motion to approve the above mentioned new member applications - Bob, Audrey - All Approve; motion carries

- Economic Committee - Sarah
 - Marietta PR Kit Project
 1. Sarah working on finalizing MABA Member Flyer by 10/22/19; note following changes in progress:
 - Add Marietta Pizza and Marietta Visitor's Center (as of 10/16/19)
 - Waiting for confirmation of membership for For the Love of Dogs (Sarah to nudge Tammy) and Susquehanna Center for the Arts (Audrey to check with Kyle)
 - Full Color Flyer
 - Check other artwork options
 2. Audrey to print 50-100 copies to share with members at the Annual Meeting and Mixer on 10/23; print 600 copies for distribution once flyer is finalized
 3. Sarah to work on distribution of materials to visitor's centers, B&Bs, restaurants, campgrounds, etc end of November/ early December (when back in town)
- Next Meeting:
 - Thursday, November 21 @ 8:45am - Northwest Bank, Board Room (TBC); please use doors to the right of the main entrance
 - Agenda Notes: Finalize nominees and election ballot
- Meeting Adjourned