

**Highlands Business Partnership**  
**PO Box 375, 140 Bay Ave, Highlands, NJ 07732**  
**732-291-4713 F/732-872-1031 [www.highlandsnj.com](http://www.highlandsnj.com)**

**Highlands Business Partnership**  
**Regular Meeting of the Board of Directors**  
**Off The Hook, 1 Navesink Ave., Highlands, NJ 07732**  
**Monday, November 25, 2019**

<b>Meeting Attendance: P = Present</b>	<b>A = Absent</b>
Carla Cefalo–Braswell P	Nikki Berzinskis - A
Jay Cosgrove - P	Staci Gilchrist - A
Rafaella Lee - P	Doug Lentz - A
Kim Slate - P	Garrett Newcomb - P
Jack Bevins- A	Kat Walsh - P
Dave Baker - A	Anna Little – P via conference call
Leo Cervantes - P	Leo Cervantes - P
Gloria Miller - A	

Also, in attendance were Nancy Burton, In The Garden, Donica Basinger, Feed & Seed, Councilwoman Carolyn Broullon, Feed & Seed, Councilman Ken Braswell, ShoreGrafx, and Karen Gorhan, Kranky Cycles.

Meeting was called to order at 6:58PM and the public meeting notice was read, followed by the Pledge of Allegiance, Roll call was taken with a quorum of 8 board members being present.

**ACTION ITEMS:**

**Approval of Minutes**

Review September 16, 2019 Meeting Minutes – Jay Cosgrove

- Motion to approve the September 16, 2019 meeting minutes (emailed to BOD on 11/24/19) – Kim Slate, Second by Kat Walsh, all in favor, motion carried.

**Treasurer’s Report – Rafaella Lee**

- \$12,243.50, less outstanding checks of \$394.00, leaving a balance of \$11,849.50. The Profit & Loss Statement with YTD was included in the packet from January 2019 – November 25, 2019 2019.
- Motion to Approve Treasurer Report – Garrett Newcomb second – Kim Slate, all in favor, motion carried.

**Restructure – Mission Statement & Proposed By-Laws**

- Motion to approve the Mission Statement and Proposed By-Laws – Carla Cefalo, second by Kim Slate, all in favor, motion carried.

**Budget/Fundraising**

- Carla gave an overview of income and expenses from the P&L statement. In discussing event costs, Kim Slate asked about the event fees mentioned by the administrator Kim Gonzales. Council President Rosemary Ryan told Carla that they would draft a lease for \$1.00. Kim, Carla and Rafaella will be meeting with them to review the holiday program and will report back with more information. The boards concern is planning and implementing our event calendar without knowing the sudden fees the borough may impose.
- The Board discussed forming a fundraising committee to solicit members to pay a voluntary assessment to continue our programs. Members of the executive board crafted a letter to send to businesses and residents and Jay has made some changes. The executive committee will continue to work on the plan to collect donations..

**Proposed 2020 Meeting Schedule & Annual Meeting**

- Kim Slate made a motion to accept the 2020 Meeting Schedule 1/20/20, BOD – 3/16/20, 6/8/20, 9/14/20, 11/23/20. Second by Leo Cervantes, all were in favor, none were opposed, and the motion carried.

**Holiday Decorations**

- Holiday decorations will be installed by In the Garden this week that will fulfill In The Garden's barter. Volunteer Chris Misita will be putting up the candy canes in Huddy Park on the gazebo and on the Veterans Park sign and Miller Hill.

**Shop Local Program**

- Changing Shop Local Prize to \$50.00

**Old Business** – OPRA, October 25th Kim Skorka requested our journals. No longer required to respond.

**New Business** – Nancy Burton talked about continuing the Highlands Visitor Guide. Carla stated the cost for 2 years would be approximately \$6,000, \$3000 per year.

**Adjourn**

Carla made a motion to adjourn, Second by Kim Slate, all in favor, meeting adjourned at 8:00PM

Submitted by Diane McIlwaine