

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND GROWTH COMMITTEE
MANSFIELD DOWNTOWN PARTNERSHIP OFFICE
23 ROYCE CIRCLE**

**THURSDAY, OCTOBER 17, 2019
4:30 PM**

DRAFT MINUTES

Present: Chair Paul Shapiro, Jason Alaska, Mario Conjura, Toni Moran, Shamim Patwa, and Mike Switchenko

Staff: Cynthia van Zelm

1. Call to Order

Chair Paul Shapiro called the meeting to order at 4:31 pm. Mr. Shapiro introduced new Committee members Mario Conjura and Toni Moran.

2. Approval of Finance and Growth Committee Minutes from June 20, 2019

Mike Switchenko made a motion to approve the June 20, 2019 minutes. Paul Shapiro seconded the motion. Mario Conjura, Toni Moran, and Shamim Patwa abstained. The minutes were approved with the abstentions.

Mr. Shapiro asked for a motion to add to the agenda approval of a budget adjustment to the salary of Partnership Event Coordinator Denise Kegler's salary. Toni Moran made a motion to add to the agenda discussion of a budget adjustment to the salary of Partnership Event Coordinator Denise Kegler's salary. Shamim Patwa seconded the motion. The motion was approved.

3. Review of June 30, 2019/End of Year Financials

Cynthia van Zelm reviewed the June 30, 2019/End of Year Financials.

She noted that fund balance at the end of the fiscal year was \$311,097.

Ms. van Zelm said all event budgets are operating in the black but the June 30, 2019 financials do not reflect all the income and expenses for the Moonlight Movies and the Celebrate Mansfield Festival.

Ms. van Zelm said the Town Square fund was used for discrete projects including the Lodewick recognition plaque and the bike racks/railing (shared expense with Bike Mansfield).

Ms. Patwa made a motion to endorse the June 30, 2019 financials. Mario Conjura seconded the motion. The motion was approved.

4. Review of Fundraising Proposal

Ms. van Zelm reviewed a fundraising proposal to hire a consultant to help prepare a fundraising plan for the Partnership's operating and events budgets, utilizing fund balance for such cost.

Ms. van Zelm said she believes while progress has been made in bringing in additional funding, she believes a strategic fundraising plan will provide structure, tools, and goals for the Board and staff.

The Committee discussed the proposal noting some concerns about hiring a consultant at this stage. Ms. van Zelm suggested releasing a Request for Qualifications/Proposal to ascertain interest and concepts with no commitment at this time to fund a position. By consensus, the Committee agreed that Ms. van Zelm would draft an RFQ or RFP to gauge interest. She will report back to the Committee in November.

5. Partnership Budget Adjustment

Mr. Shapiro said the Partnership's Event Coordinator Denise Kegler will receive her six month evaluation in late October. At the Partnership Board meeting in August, the Board noted that Ms. Kegler would be receiving her evaluation at six months and her compensation would be reviewed at that time.

Ms. Moran made a motion to recommend to the Partnership Board that a budget adjustment be made to the payroll line to increase Event Coordinator Denise Kegler's rate of pay by 2.25 percent, retroactive to her six month anniversary of October 1, and contingent upon a successful performance evaluation to be held on October 28. Mike Switchenko seconded the motion. The motion was approved.

6. Update on Downtown Storrs

Ms. van Zelm said Smokers World has opened in the former Bliss location. She said Select Physical Therapy has expanded into the former Sweet Emotions space.

Ms. van Zelm said work on the public spaces changes in the courtyard on Wilbur Cross Way are almost completed with the trees, stone walls, and stoops in place. The bistro lights for the courtyard on Dog Lane are still to be shipped.

7. Adjourn

Ms. Moran moved that the meeting be adjourned. Mr. Switchenko seconded the motion that passed unanimously at 5:40 pm.

Minutes taken by Cynthia van Zelm