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## 2<sup>nd</sup> MEETING OF THE PROSPECT BUSINESS ASSOCIATION

3.21.2014	10:08am	Prospect Firehouse, Prospect, CT
Meeting called by	Matt Buonaiuto	
Type of meeting	General Meeting of the Prospect Business Association	
Facilitator	Matt Buonaiuto, Interim President	
Note taker	Tammy Enquist Liscomb	
Timekeeper	Tammy Enquist Liscomb	
Attendees	See attached List	

### Call to order and Welcome

	Matt Buonaiuto, Interim President
Discussion	Welcome!

- Thank you to all for the many ideas, emails and referrals to our group.
- Right now our group is limited to Prospect businesses and those residents that have a business to share. More discussion on this later in the meeting.
- Most members indicated they wish for this group to remain apolitical.
- Matt apologized for confusion in meeting date/times.
- Tammy announced as interim secretary to care for the minutes
- The intent is for the group to be completely open and transparent. Members will be part of and informed of everything (i.e. finances, events, etc) All questions are welcome.

### Beginning and Evolution of Group

	Rob Edwards, Interim VP of Marketing and Technology
Discussion	Use of Technology for Communication

- Rob has been in Marketing and Technology for over 20 years
- The use of email will provide for quick and more frequent communication to the group as well as allowing us to possibly have less meeting while still staying in touch. Time is money.
- Survey Monkey: The questionnaire was used to get a feel for what we all would like this group to look like and how it will function. Most received the survey; there were 7 folks that could not due to some block issues. Rob can get those "white listed" again if they wish.
- REVIEW OF GENERAL SURVEY MONKEY RESULTS:
  - Your elevator pitch. What is it that you do? This information can be used to create profiles on our website.
  - 70 surveys sent out, 53 filled out.
  - 57% of us have a website address
  - 35% of us have facebook accounts
  - All of us have email and cell phones
- RESULTS OF NAME SURVEY
  - 72% Prospect Business Association
  - 14% Association of Prospect Businesses
  - 8% Prospect Business Group
  - 6% Prospect Works
  - 0% Prospect is Working
- RESULTS OF WHAT WE WANT THIS GROUP TO BE ABOUT
  - Out of 53 respondents, 43 wished for this group to be about networking
  - 3 wished for this group to be political
  - Its seems to be a consensus that we should be non profit
- There are 325 businesses in our town! It's nice to know what is available to us so we know we have local choices.
- Membership dues suggestions ranged between \$50 and \$500. The majority suggested around \$100. One idea may be to have \$85/year or \$150/for 2 years.. Chambers are more expensive and charge in a tired system based on the number of employees. Maybe we create different membership levels based on participation.
- Many wish this group to be community oriented

Conclusions	We will use this information to set up our group.
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Action Items	Person Responsible	Deadline
More surveys may follow to drill down more information on the wishes of our members.	Rob	June 30
Decide what kind of group we wish to be and its structure.	Entire group	June 30

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## OUR WEBSITE AND EXAMPLES TO LEARN FROM

	Rob Edwards, Interim VP of Marketing Technology		
Discussion	Let's not Reinvent the Wheel		
	<ul style="list-style-type: none"> <li>Southbury Business Association has offered to allow up access to their bylaws so we may have a nice jumping point to begin writing our own. Let's learn from their mistakes and their Strengths.             <ul style="list-style-type: none"> <li>They meet monthly at various venues to network and meet new people; they make it fun to participate</li> </ul> </li> <li>Woodbridge took a long to create but they have 500+ businesses listed well that provides numbers and links to websites             <ul style="list-style-type: none"> <li>This site is lacking in that it does not indicate what each member does for a business.</li> </ul> </li> <li>Greater Tri-Bury Chamber. They have a simple and smart directory</li> <li>Waterbury Chamber. This is a huge group and has been around since 1996. They list categories of businesses but this is not always effective as some categories are not represented. We could become an affiliate member of this group if we decided to as a group.</li> <li>We can create our website with a website managing tool that can provide for the following:             <ul style="list-style-type: none"> <li>Paypal for membership dues, event participation, etc.</li> <li>Email Blasts to members</li> <li>Mission Statement</li> <li>Gallery of pictures</li> <li>News (whats happening)</li> <li>Contact Us (Board members)</li> <li>Join us link</li> <li>Events (scheduled)</li> <li>Directory (with all member information, elevator statement, links, etc)</li> <li>Note* We will need to file with the state and pay for a domain name</li> </ul> </li> <li>Facebook. A page may be set up to advertise our group as well. We can select who can post and control the quality of the posts as it represents us all. There is not cost with this page</li> </ul>		
Conclusions	There is a lot to learn from these other groups but we can tailor our group and our electronic media the way we wish.		
Action Items		Person Responsible	Deadline
Begin setting up the electronic media and file with the state.		Rob	June 30

## GENERAL DISCUSSION REGARDING OUR STRUCTURE

	Matt Buonaiuto, Interim President		
Discussion	<ul style="list-style-type: none"> <li>Do we wish to limit our group to Prospect residents and businesses or branch out beyond our borders? Both sides were discussed</li> <li>What do you want this to do for you?             <ul style="list-style-type: none"> <li>Provide opportunities for networking</li> <li>It's up to each member to utilize the tools/events provided by the group for their own success in networking and referrals</li> <li>Each of us should reach out to all members (one on one meetings) to get to know each other better for referral business</li> </ul> </li> <li>It's going to take some time to get up and running. It may take up to 6 months to get fully functioning as a group</li> <li>We cannot move forward with setting everything up until we decide who we are and get our bylaws together, get our preliminary board and club structure established</li> <li>There was a discussion about a timeline for our vote for our permanent board and what the length of the terms should be moving forward.             <ul style="list-style-type: none"> <li>We will vote on the interim board today and vote on the permanent board by June 30<sup>th</sup> <ul style="list-style-type: none"> <li>A member suggested that we nail down a date for the nominations at least 30 day before the vote.</li> </ul> </li> <li>The fiscal year will be July 1 through June 30</li> <li>Rob mentioned that we can even use our website voting tool for future elections</li> </ul> </li> <li>We need to set up our bank account for the group</li> <li>The attorneys in our group will talk about getting our bylaws together and getting us set up as an LLC, 5013C.</li> <li>The mayor supports our efforts but will not be participating in every meeting</li> <li>All meetings will be public; everyone is invited to speak publicly or privately with the board depending on each members comfort level</li> <li>Lt Nelson Abarzua , Director of Public Safety wishes to speak about protecting our businesses as there have been many break-ins in town. It was discussed that these meetings are a great place to provide valuable education in which we can all benefit</li> <li>One member indicated that he is part of a group where he received 35 to 40% of his business. In order for our group to get to know each other, he suggested we meet on a regular basis and get to know each other.</li> <li>One member indicated they would like to see a logo that identifies our group and our name.</li> </ul>		
Conclusions	We have a great start with all the wonderful ideas. We will keep moving forward and continue to get feedback from the group and gather information on the legal aspects of forming our group		
Action Items		Person Responsible	Deadline
Decide where and the time to meet and the frequency of our meetings		Entire Group	June 30
Bank Accounts to be set up		Joe Corona	June 30
Our attorneys in our group will work on setting us up as an organization/bylaws		Paul Vallillo, Carla Erickson, etc	June 30
Next formal meeting to be announced/possibly in May		Matt Buonaiuto	To Be announced in Early May

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## VOTING

	Matt Buonaiuto, Interim President	
Discussion		
<p>The folks that volunteered for the seats on the board are as follows:</p> <p>President: Matt Buonaiuto Vice President of Marketing Technology: Rob Edwards Treasurer: Joe Corona Vice President of Membership: Dave Jones Secretary: Tammy Enquist Liscomb</p> <p>A vote was taken by show of hands in the majority and all volunteers were voted into office on an interim basis. Formal elections to follow.</p> <p>A vote was also taken regarding the name of our group. The name Prospect Business Association became our name by majority vote by a show of hands</p>		
Conclusions	Interim boards stands until June 30	
Action Items	Person Responsible	Deadline
A date must be set to accept nominations for the permanent board	Matt	May 31st
An election must be held to vote in permanent board members that begin 7/1	Matt	June 30
<h2>MEMBER EVENTS/ANNOUNCEMENTS</h2>		
	Casey Stevenson, Casey's Classic Cuts and Peter Hughes of CT Hughes Insurance Agency	
Discussion	2 <sup>nd</sup> Annual Cut a Thon and the 8 <sup>th</sup> Annual RUN/WALK with the Lions Club	
<p>On May 17<sup>th</sup>, Casey will host the cut a thon between 10 and 2pm in the parking lot in front of her business at 44 Waterbury Rd. . Booth space is \$25 and all proceeds from the event go to the American Cancer Society. Contact Casey at 203/758-3794 for more information. Come out for a fun day for a good cause!!</p> <p>On April 19<sup>th</sup>, the Lions Club is hosting the RUN/WALK that will benefit the Yale Eye Research Center. Registration is 8:30am, walk is at 9:10am and the run is at 9:30am at St Anthony's upper parking lot.</p>		

**Meeting was adjourned at 11:15am**

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## All In Attendance

- 1) Matt Buonaiuto
- 2) Rob Edwards
- 3) Tammy Enquist Liscomb
- 4) Casey Stevenson
- 5) Nick Ross
- 6) Colleen Neidt
- 7) Regina Blanchard
- 8) Deborah Pavlik Ridolfi
- 9) Theresa Graveline
- 10) Bethany Mountain (no name on card)
- 11) Lou Quadrato Jr
- 12) John Searles
- 13) Robert Dias
- 14) Jeffrey Holley, Esq
- 15) Dr Lawrence Kline
- 16) Joe Commendatore
- 17) Anita (Prospect Flooring)
- 18) Jared Begin
- 19) Michael Begin
- 20) Louis Pontillo Jr
- 21) John Famiglietti
- 22) Mike Santangelo
- 23) John Van Vlack
- 24) Tom Schweizer
- 25) Paul Ricchezza
- 26) Sheryl Parrella
- 27) Anthony Parrella
- 28) Kelly Cronin
- 29) Mark Guastaferrri
- 30) John Gallagher
- 31) Debra Quadrato
- 32) Christine McAllen
- 33) Thomas Canfield
- 34) Mark Mosher
- 35) Mark Capanna
- 36) Steve Sturges Sr.
- 37) Jane Pinho
- 38) Marco Cabral
- 39) Carla Perugini-Erickson
- 40) Peter Hughes