

PBA Minutes

Board Meeting		
6.25.2014	9:00am	Rob's Office
Meeting called by	Matt Buonaiuto, President	
Type of meeting	Board of Directors Meeting	
Facilitator	Matt Buonaiuto, President	
Note taker	Tammy Enquist-Liscomb, Secretary	
Timekeeper	Tammy Enquist-Liscomb, Secretary	
Attendees	Matt Buonaiuto, President, Rob Edwards, Vice President of Marketing and Technology	
	Dave Jones, VP of Membership, Joe Corona, Treasurer, Tammy Enquist-Liscomb, Secretary	
Welcome and BOD Discussion		
	Matt Buonaiuto, President	
Discussion	Vote from General Meeting discussed. Review of BOD and vote confirmed by BOD members as well.	
Tasks within each role discussed.		
Terms for each position discussed. A staggered term schedule was agreed upon as follows:		
3 year terms: President, Treasurer and Secretary		
2 year terms: Vice Presidents of Technology and Membership		
1 year term: TBD positions on Board		
After each election the BOD will have a meeting to pull the new team together		
An Advisory Board has been selected. Tom Mancini, Chris' Landscaping, Rob Diaz, Webster Bank, Nancy Gustaferry,GPI		
These Advisory Board Members will vote only as members.		
Bank Account and Insurance Discussion		
	Entire board	
Discussion	In order to collect dues and beginning running services for the group, we must have a bank account.	
After much discussion it was decided that we would go with Webster Bank as they have a strong business banking platform.		
2 signatures will be required on all checks and sign off sheets for electronic payments/auto payments		
Joe Corona, Treasurer and Matt Buonaiuto, President will have the signature power only		
Once bank account set up a membership form will be sent out via email to all members.		
It was also decided that we will use Mary Kay Andrews at Ion Bank for our required E & O insurance for the board and events coverage		
All corporation documents will be stored electronically by Rob Edwards, VP of Marketing and Technology.		
All hard copy corporation documents will be stored by Tammy Enquist-Liscomb, Secretary		
Action Items	Person Responsible	Deadline
Rob Diaz at Webster Bank will be contacted to set up account	Joe Corona, Treasurer	asap
Mary key Andrews at Ion Bank will be contacted for insurance needs	Matt Buonaiuto, Pres.	asap
Website and Communication Information and Ideas		
	Entire Board	
Discussion	Having a phone number for the group was discussed as well as an email account. To assist in managing this kind of communication it was agreed that a physical phone and voice mail would prove to be too much to keep-up with; therefore, it was agreed that we should have a number to call but the calls would go into an email for a member to manage.	
One of the providers discussed is EVOICE. A service like this would cost only about \$9.00/month.		
Website and how to reach the community and make it user friendly was discussed. The vision is to have a directory by category.		
How far to drill down into categories to be determined. It was suggested that perhaps the use of domain names would be best.		

PBA Minutes

CECE Cochran with Rob's group will compile a database for all members to streamline communications from the board.		
Rob suggested and volunteered to produce photos and videos of each member and their business "commercial" to put into the website as a hyperlink with in the directory.		
Action Items	Person Responsible	Deadline
Investigate set up of phone number translated into email	Rob Edwards, VP	asap
Set up of website directory	Rob Edwards, VP	After member sig up complete
Photos and Videos for all members	Rob Edwards, VP	TBD
Meetings, Marketing and Events		
	Entire board	
Discussion	Meeting locations were discussed. The meeting at American Flooring was nice. Perhaps adding a nice tour of each business that participates would be a nice marketing perk for our hosts.	
Each member will get the opportunity to speak at every meeting for their 30-sec elevator speech to let everyone know what they do.		
Our member that hosts the meeting and the member that sponsors the food will get 10 minutes to educate the group on what they do		
Once our logo is set up and agreed upon by the group, we will print generic business cards for the association. Stickers for each member's business cards were also suggested.		
The Mayor (Robert Chatfield) agreed to allow our members to have free booths at every town function.		
The last weekend in August is the annual Car Show and Sock Hop. It's a nice way to reach the community.		
Golf Tournaments: Expert skill not required. Some folks will play for real and others will play just for fun. Perhaps an award will be presented for first winner and first loser.		
To keep some golf business in town, perhaps our first 9 holes is in course in Prospect and the back 9 and party at Jessie Camille's in Naugatuck. The owners are Prospect residents This is all TBD		
Action Items	Person Responsible	Deadline
Determine next meeting date	Board of Directors	asap
Determine next event and date	All Members	At next meeting