

**Board of Directors Meeting Minutes
February 1, 2016, 6:00 pm
Robach Community Center**

OUR MISSION

To build a stronger community and to enhance the lives of our residents by providing a forum for sharing information, connecting neighbors and stakeholders, and fostering civic engagement while preserving and promoting the heritage of the Village of Charlotte.

Call to Order / Attendance / Housekeeping

Meeting called to order by President Clare Stortini at 6:03 pm. ***In Attendance:*** Clare Stortini, president; Sue Roethel, secretary; Patti O'Brien treasurer; Donna Bour-Purdy, director (via video conference); Linda MacCammon, director; and Jonathan Hardin, director. With six board members present, there was a quorum to conduct business.

Guest Presenter

Craig Ristuccia, owner of Hose 22 and board member of POCMA, presented his plans to submit a proposal in response to the City's RFP for businesses to open in the Port Terminal Building. The deadline for proposals was 1/29. Craig's proposal is to take over the Pier 45 space on the 2nd floor and open a nautical-themed restaurant celebrating Great Lakes history. Craig asked for the CCA's support of his proposal and will share his plans with the community at the General Meeting.

President's Report

- Treasurer duties - Clare wants to meet with Patti to ensure that we're meeting all financial obligations. The records dating back to 2004 are included in the spreadsheet that's now uploaded to the Dropbox. The accountant approved of the record-keeping process used up until 2015.
- Budget 2016 - The next BOD meeting is scheduled on 2/17 at 7 pm at the Charlotte Library. This meeting's focus is entirely on developing the 2016 budget. Donna has already sent Patti her recommendations for the Communications Committee's budget needs. Any other proposed budget requests are due to Patti by 2/11 so that she can incorporate them into the Draft 2016 Budget document.
- Committee/Project Proposals—Committees are supposed to send the BOD a monthly report due on the Thursday before the next General Meeting. Any POW or project proposals need to be posted to Dropbox before the 2/17 meeting so they can be reviewed and approved.

Action Item: All board members will send any proposed budget items to Patti by 2/11 and upload to Dropbox before 2/17 any committee/project proposals that need approval.

Secretary's Report

Deferred. No minutes are ready for approval.

Treasurer's Report

Patti, along with former Treasurer Sue Miller prepared a report of income and expenses from 1/5/16 to 1/31/16. She will share this report with the members at the General Meeting which immediately follows this BOD meeting.

OLD BUSINESS

1. **Membership & Sponsorship renewal letters**– Sue R. prepared the letters and labels addressed to 2015 members and sponsors who have not yet renewed for 2016. The board prepared them for mailing out immediately.

Action Items:

- Patti will take the letters to the post office and mail them out.

Adjournment

Meeting was adjourned at 6:55 pm.

Minutes submitted by Sue Roethel, CCA secretary.

Upcoming Events and Meetings

- 2/13 City of Rochester's Lakeside Winter Celebration, 1:00 – 6:00 pm, Ontario Beach Park
- 2/14 City of Rochester's Lakeside Winter Celebration, 12:00 – 4:00 pm, Ontario Beach Park
- 2/17 BOD Meeting, 7 pm, Charlotte Library