



**Mansfield Downtown Partnership
Board of Directors Meeting
June 3, 2020
By Teleconference
4:30 PM**

DRAFT Minutes

Present: Steve Bacon, John Carrington, Mario Conjura, Steve Ferrigno, Frank Gifford, Prabhas KC, Toni Moran, Kyle Muncy, Diana Pelletier, Sean Vasington, Emily Wicks, and Cara Workman

Staff: Cynthia van Zelm, Kathleen M. Paterson, Denise Kegler

1. Call to Order

Vice President Toni Moran called the meeting to order at 4:40 PM.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of May 7, 2020

Diana Pelletier made a motion to approve the May 7, 2020 minutes. Frank Gifford seconded the motion. Steve Bacon joined the meeting and noted that the time needed to be corrected on the minutes. The motion was passed unanimously with the change.

4. Appointment of Committee Chairs

Cara Workman made a motion to approve Diana Pelletier as Chair of the Governance Committee, Toni Moran as Chair of the Finance and Growth Committee, and Emily Wicks as Chair of the Celebrate Mansfield Festival Committee. John Carrington seconded the motion. The motion was approved.

5. Appointment of UConn Student Representative

Ms. Moran made a motion to appoint Prabhas KC as the UConn student representative on the Partnership Board of Directors for the 2020-2021 term. Ms. Pelletier seconded the motion. The motion was approved.

Ms. Moran made a motion to add Agenda Item 5A – State of Connecticut Nondiscrimination Certification Resolution to the agenda. Mr. Carrington seconded the motion. The motion was approved.

5A. State of Connecticut Nondiscrimination Certification Resolution

Cynthia van Zelm said the nondiscrimination certification resolution must be approved by the Board prior to UConn's share of its contribution to the Partnership's operations is released.

Ms. Moran made a motion to approve a resolution that the policies of the Mansfield Downtown Partnership comply with the nondiscrimination agreements and warranties of Connecticut General Statutes Section 4a-60 and Section 4a-60a, as amended. Diana Pelletier, Partnership Secretary, is authorized to sign said resolution. Mr. Carrington seconded the motion. The motion was approved.

6. Executive Director Report (including Review of Events)

Ms. van Zelm reviewed staffs' recommendations on the Summer Concerts on the Square series and the Moonlight Movies series for 2020. Ms. van Zelm said the recommendation was to suspend these events for 2020 due to the logistical, health, and fundraising barriers due to COVID-19. She said, if social distancing and public gathering requirements from the Governor change, perhaps some type of event could be held later in the summer.

The Board discussed the recommendation. Ms. Moran suggested a virtual movie with the encouragement to people to get take-out to address Ms. Workman's comments about ensuring that any alternative event focuses on part of the Partnership's mission to assist businesses. Denise Kegler will follow-up with the Moonlight Movies planning team. The Board agreed with the path forward.

Ms. van Zelm said with respect to the Celebrate Mansfield Festival, the recommendation by staff is to cancel the Festival in its current format because of the reasons noted above and the large numbers typically expected. She said a group of Partnership and Town staff had already discussed themed months from June to September and September was to be Celebrate Mansfield month. Some of the ideas discussed included showcasing one to two businesses Downtown per day or week, resurrect the Summer Stroll to be a fall stroll to encourage people to come out to the businesses, and showcase businesses through the Downtown Storrs website and social media. The Board agreed with the path forward.

It was agreed that a special meeting of the Board could be called if there is new information on the State guidelines, etc. that would merit a change in direction.

Ms. Kegler reviewed the next steps in terms of updating sponsors, volunteers, and vendors.

7. Business Outreach and Next Steps

Ms. van Zelm encouraged Board members to follow-up with calls to businesses.

Prabhas KC updated the Board on further ideas to reach out to businesses as follow-up from the last Board meeting. He met with Mario Conjura and Ms. van Zelm. They discussed the timing of a get together with businesses, as now may be a difficult time. Mr. Conjura suggested an initial survey to businesses to ascertain how they are doing and how the Partnership may be able to help. Mr. Bacon asked Board members to send along any additional questions. A survey will be developed.

8. Report from Committees and Task Forces

Celebrate Mansfield Festival

Chair Emily Wicks said there were no further updates.

Finance and Growth

Chair Moran referred to the March 31 financials that were provided via e-mail. She made a motion to accept the March 31, 2020 financials. Ms. Pelletier seconded the motion. Ms. Moran said the financials were reviewed by the Finance and Growth Committee. There were no noteworthy items. The motion was approved.

Governance

Mr. Bacon said most of the Committee work was covered in the prior agenda items. He noted that Ms. Pelletier has agreed to serve as registered agent as Mr. Bacon comes off the Board.

9. Review of Summer Meeting Dates

Ms. van Zelm said no July meeting is scheduled. She will be on vacation during the August meeting. She will ask Kathleen Paterson if she can staff the August meeting.

10. Adjourn

The Board again acknowledged and thanked Mr. Bacon for his service, as this is likely his last meeting. Ms. Moran made a motion to adjourn. Ms. Workman seconded the motion. The meeting adjourned at 6:02 pm.

Minutes prepared by Cynthia van Zelm.