



## Minutes of Medway Business Council Board Meeting 9/20/2023

Meeting called to order 8:32 am

1. Welcome
2. Review of Minutes of September 20, 2023 meeting
3. Programming
  - a. September 20<sup>th</sup> Fall Kickoff Meeting at Medway Community Farm
    - i. Discussion of event details
  - b. October 11<sup>th</sup> – Town Update with Town Manager Mike Boynton. We can offer a raffle prize of free entry to a future meeting for the winner and a guest. Invite Kevin Meehan to the meeting to answer questions about plans for the Main Street parcel? (Consider: Sponsor/promote informational meeting when Meehan has more finalized plans.)
  - c. Questions about having registration for 2 events at one time. Mike Billeri will check in with John Haddad about the website’s capabilities. David Schofield suggests we might be able to use EventBrite for event registration to help us take registrations for more than one event at a time.
  - d. November Education/Updates for Business owners
    - i. Does your business qualify for refunds/employee – all those calls/emails businesses are getting. End of year tax strategies? John Parrella is willing to speak on these issues. We could do an online virtual Lunch & Learn style meeting. Make it a 45-minute meeting. Invite people to submit questions ahead of time; drop questions in the chat during the meeting; Q&A at end. Ann asks John to put together a bullet list of key points to hit during the meeting.
    - ii. Insurance Seminar – Murphy Insurance Accessing your risk profile for personal/professionals, other topics. David Schofield can do a separate presentation at a future meeting; he thinks he could use a 45-minute slot for an online Lunch & Learn.
  - e. November In-Person
    - i. Pre-Holiday event
    - ii. Gifts theme – make your own wreath, flower bouquets? Jewelry? Boutique? Bird & Bear? Luna’s Flower Shop? Shop/Sip event – could have tables/vendors?
  - f. December Meeting
    1. Yankee Swap
    2. Event to benefit local non-profit – collect for food Pantries
  - g. 2024 Ideas - Tour of business
    - i. Remodeling – office, home office, business, attracting customers, making a first impression, etc.



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- ii. Spring Health & Fitness Social event – cooking class? Wellness? Health? Nutrition?
  - iii. Happy Hour – PJs; VFW & Cousins Lobster; CraftRoots Brewing (Milford)
  - iv. Organizing/spring cleaning your business (Kristen Salera?)
  - v. David Schofield suggests: Workshop on how to find/hire a contractor? Paul Saia suggests looking at ServiceBuddy.com (new member) for ideas.
  - vi. Paul Saia suggests we put together a calendar of events for the year, a one-pager that we can post/distribute.
  
- 4. File storage/Google drive access: David asks who has access to the membership list on the Google drive. Board agrees that it would be ideal for one person to make changes to the membership list to avoid confusion.
  - a. Question: Can we link info in Google sheet to membership list on the website?
  
- 5. By-Law Review & Updates
  - a. Elections/voting/virtual vote options (Input welcome from all board Members)
  - b. Modify content regarding board roles
    - i. Laura is reviewing Secretary roles. Will send out a marked-up PDF of the bylaws for board review.
    - ii. Ann and John discussed Treasurer and expense authorization
  - c. Written Communication (update to include electronic means)
  - d. Financial
    - i. Consider: At Least 2 officers (President/VP/Treasurer) needed to authorize all expenses up to a limit of (Amount - Consider \$1,000 or \$1,500).
    - ii. All expenses in excess of that limit would require review/approval of the MBC Board
    - iii. Create a form for authorized payment? John Parrella thinks just receipts are fine.
  
- 6. Membership
  - a. Membership renewal update from Paul and John. 11 renewals so far out of about 60.
  - b. Membership Action Plan for Follow-up, New Leads (P. Saia). Paul will follow up with members who have still not renewed and will thank renewing members and welcome new members and start the onboarding process.
  - c. Dave Schofield is helping Paul with membership issues. They're going to split the membership list to pursue lapsed members, members up for renewal, prospective members.



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- d. Ann suggests offering the incentive of a free meeting when you join. Give prospects who attend a meeting and then join a discount of the cost of the event off their membership dues. Or when a new member joins, discount their membership fee by the cost of the meeting.
  - e. Paul continues outreach to prospective members.
7. Treasurers Report (J. Parrella): [See attached report]
8. Adjourn 10 am