



**FINANCE AND GROWTH COMMITTEE  
MANSFIELD DOWNTOWN PARTNERSHIP OFFICE  
23 ROYCE CIRCLE**

**THURSDAY, FEBRUARY 20, 2020  
4:30 PM**

**MINUTES**

Present: Chair Toni Moran, John Carrington, Mario Conjura, Shamim Patwa, Paul Shapiro, and Mike Switchenko

Staff: Cynthia van Zelm

**1. Call to Order**

Chair Toni Moran called the meeting to order at 4:33 pm.

**2. Approval of Finance and Growth Committee Minutes from January 16, 2020**

Paul Shapiro made a motion to approve the January 16, 2020 minutes. Shamim Patwa seconded the motion. The minutes were approved.

**3. Review of December 31, 2019 Financials**

Cynthia van Zelm reviewed the December 31, 2019 financials. The Committee asked a question regarding the comparison with the December 31, 2019 Statement of Financial Position with December 31, 2018. Ms. van Zelm will follow-up with the Town Dept. of Finance.

Ms. van Zelm said fundraising has just begun for the Moonlight Movies, John E. Jackman Bike Tour, and the Summer Concert Series.

Ms. van Zelm will follow-up with contacts at the PTO's per Ms. Patwa's suggestion.

**4. Update on DRAFT FY2020-2021 Budget**

Ms. van Zelm updated the Committee on changes to the draft FY2020-21 budget from what was presented to the Committee in January. She said the main change was to add the additional cost of a 19-hour a week economic development Administrative

Assistant and its associated benefits to the personnel budget. This reflects full cost to the Town as UConn will not be contributing to the cost. The additional changes were to the estimated costs for FY2019-20 to reflect the increase in the salary and benefits for the Senior Communications Manager due to the compensation study that was conducted. These personnel changes have caused the contingency line item to change from a proposed \$15,000 to \$10,000 to balance the budget.

Mr. Shapiro made a motion to refer the draft FY2020-21 budget to the Board of Directors with the following changes since the January review of the budget by the Committee – increase of \$8,000 in revenues to pay for the Administrative Assistant; increase of \$18,150 in expenses for payroll, Medicare, and Social Security for the Administrative Assistant; decrease of \$1,238 in health care coverage (based on updated figures from the Director of Finance); and a decrease in contingency of \$5,000 for a total of \$10,000 in contingency. Mike Switchenko seconded the motion. The motion was approved.

#### **5. Update of DRAFT Fundraising Consultant Request for Qualifications**

The Committee discussed the current fundraising efforts for Partnership operations and events. The Committee discussed the challenge with gaining new supporters.

The Committee agreed to send out a Request for Qualifications for a fundraising consultant who would develop a plan to address some of the challenges. The Committee did not make a commitment at this time to fund a consultant but will wait to review the responses. Mr. Shapiro made a motion to authorize Executive Director Cynthia van Zelm to release a Request for Qualifications for a fundraising consultant. Ms. Patwa seconded the motion. The motion was approved.

#### **6. Update on Downtown Storrs**

Ms. van Zelm said the Board will be reaching out to ACF regarding the vacancies on Wilbur Cross Way.

#### **7. Adjourn**

Ms. Patwa made a motion to adjourn. Mr. Shapiro seconded the motion. The motion passed unanimously at 5:45 pm.

*Minutes taken by Cynthia van Zelm*