

April 23, 2018

**Minutes for Special Board Meeting**

Office of the Downtown Millburn Development Alliance  
44 Main Street, Suite 2  
Millburn, NJ 07041  
6:00pm

**Board of Directors in Attendance:**

Cassie Fishkin, President  
David Sorkin, Vice President  
Alex McDonald, Township Business Administrator  
Jodi Rosenberg, Township Committee Liaison  
Ileana Martin-Novoa, Millburn-Short Hills Chamber of Commerce  
Hawley Abelow, Paper Mill Playhouse  
Tom Lee

**Old Business**

1. H. Roth resigned as Vice President of the DMDA
2. C. Jorda called/texted in to the meeting that he will resign as Secretary of the DMDA and also resign his seat on the Board of Directors in full as of 4/4/18
3. By a majority vote of the Board of Directors in attendance, Cassie Fishkin was named the new President of the DMDA
4. By a majority vote of the Board of Directors in attendance, David Sorkin was named the new Vice President of the DMDA
5. By a majority vote of the Board of Directors in attendance, Nancy Stone was named the new Treasurer of the DMDA
6. No new Secretary of the DMDA was motioned or voted upon
7. The Board of Directors will look to fill the three (3) current vacancies
8. The Board requested a proposal from David Sorkin of New Frontier to provide a new DMDA website and working portal

**New Business**

1. C.Fishkin introduced a motion to hire Alyssa Sutton on a part-time basis to assist in general administrative office duties for the DMDA. Part-time would be defined as a cap of 20 hours per week at a pay rate of \$17 per hour. Duties to include: maintenance of the membership list, development of an updated merchant list, manning of the DMDA email inbox and answering phone calls. Alyssa currently assists Karen Cummins with the Farmer's Market. By a majority vote of the Board of Directors in attendance, C.Fishkin will meet with Alyssa Sutton to offer the staffing position.
2. C.Fishkin stated that she will develop a strategic plan for the DMDA for this year
3. The Board of Directors in attendance continued their discussion regarding the search for a new Executive Director. C.Fishkin stated that any prospective candidate for the position be more experienced in real estate and commercial development. C.Fishkin and J.Rosenberg will reach out to Beth Lippman, who had previously met with the DMDA regarding the Executive Director vacancy, to see if she would be interested in providing contract services on a project by project

basis for the DMDA. Projects would include the development of a longer term strategic plan beyond 2018.

4. The Board in attendance discussed possible areas of cooperation with the Millburn-Short Hills Chamber of Commerce, areas included sharing of administrative staff and event planning.
5. C.Fishkin to follow up with Karen Cummins regarding the status of the Farmer's Market for 2018
6. T.Lee presented research and examples of other SID by-laws as a basis for amending the existing DMDA By-Laws. He has begun the process of recreating the current by-laws into a working document that can be used to draft an amended set. C.Fishkin provided a copy of comments from Jim Weill on the by-laws to T.Lee for his use. Jim Weill had previously begun work on an amended set of by-laws in 2017. Since there is no available working electronic file, D.Sorkin will convert a .pdf of the existing by-laws into a working word .doc for use by T.Lee.
7. C.Fishkin motioned that T. Lee be the Chairperson of the By-Law Committee to amend the current by-laws. By unanimous vote of the Board of Directors in attendance, T.Lee was voted to Chair this new committee and develop a schedule of meetings and first draft delivery for the amended by-laws. C.Fishkin indicated that Tara Prupis was interested in being part of the By-Law Committee. A. McDonald and J. Rosenberg indicated interest in being part of the committee.
8. C.Fishkin stated that she will man the DMDA email inbox until a part-time staff member is hired to take on these duties.
9. No new Secretary of the DMDA was voted upon.
10. The Board of Directors in attendance requested a proposal from David Sorkin of New Frontier to provide a new DMDA website and working portal.
11. T.Lee stated that though meeting minutes have been generated for the Board meetings in 2018, there was no membership access to these minutes. C.Fishkin directed T. Lee to provide the meeting minutes to D.Sorkin for posting on the DMDA website.

#### **Questions and Comments**

None

#### **Adjournment**

C. Fishkin called for a motion to adjourn the meeting at 7:30pm seconded by T.Lee

TL:tl