

**TOWN OF NORTH HEMPSTEAD  
BUSINESS AND TOURISM DEVELOPMENT CORPORATION**

**Minutes of**

**ANNUAL MEETING**

**January 15, 2015**

**10:00 AM**

**Town Board Meeting Room  
220 Plandome Road  
Manhasset, New York**

**Call to Order**

The meeting was called to order by Ms. Bosworth at 10:06 a.m.

**Attendance**

The following Directors of the Corporation attended the meeting:

Judi Bosworth  
Dina M. DeGiorgio  
Angelo P. Ferrara  
Lee R. Seeman  
Peter J. Zuckerman

The following Directors of the Corporation were absent:

Anna M. Kaplan  
Viviana L. Russell

Corporation staff present consisted of:

Kim Kaiman, Executive Director  
Roy Smitheimer, Deputy Director  
Michael Kelly, Deputy Town Attorney

## **Minutes of Meeting Held on December 4, 2014**

Upon the motion of Ms. Bosworth, the Minutes of the meeting held on December 4, 2014 were unanimously accepted.

### **Executive Director's Report**

Ms. Kaiman presented the Executive Directors Report, which consisted of the following:

#### **Visit North Hempstead Brochure (Not the "official" name...)**

Last year the BTDC produced in-house, in partnership with the town's Communications Department and the Waterfront Advisory Committee, a Town Dock Brochure. This featured the town's waterfront community in Port Washington and all the surrounding amenities. This year, the BTDC is looking to expand this, and issue a RFP for a North Hempstead Brochure, highlighting premiere places to see/visit here throughout the entire town. Areas we are hoping to feature are: Parks, Museums, Historical Homes, Venues, and Unique activities and/or amenities.

#### **Nassau County IDA**

We met with Nassau County's new IDA Business Development Director, Nick Terzulli to explore the option of the county IDA establishing a Façade Improvement Program. The hope is that the town/BTDC will be able to partner with the IDA to accomplish this for the communities in North Hempstead.

#### **DECA Competition**

DECA is an industry-validated competitive event, which is aligned with the National Curriculum Standards in the career clusters of marketing, business management and administration, finance, and hospitality and tourism. DECA's evaluation process involves students in both a written component such as an exam or report, and an interactive component with an industry professional serving as a judge.

I represented the town in a full-day, Nassau County-wide DECA Competition, serving as a judge. In this capacity, I had the privilege to evaluate over 50 high school students under the career cluster of "Business Management", with a focus on "Business Law and Ethics Team Decision Making."

The students were seen/evaluated in 30 minute intervals, with only 30 minutes to read a business-focused fact pattern, determine what the issue(s) is, and create a solution to address not only the current issue, but to also address the potential for future issues that could arise. It involved on-the-spot interactive role-playing, which was different with every student that made their presentation. I enjoyed participating in this and look forward to the next opportunity to do so again.

## **TV & Film**

The filming industry generally is in a “lull” during the winter months. However, we were asked by Newsday if there was a production company that would be willing to give them a quote/statement regarding their experience filming in North Hempstead for an article relating to Film Revenue generated in the town for 2014. We reached out to the last production company that filmed in the town and the below is what the Producer sent back to the town’s Communication’s Department:

*“North Hempstead’s convenient location just miles outside of Manhattan initially drew me to the area while location scouting. The first time I filmed there, I independently found a location that fit our story needs well and I had a very pleasant experience with the North Hempstead film office. They were so helpful that I contacted them directly for another shoot several weeks later. I explained to my contact, Kim Kaiman, that I needed a location resembling a 1980’s era police station. Within the hour she had presented several options with photos of facilities throughout North Hempstead that I didn’t even know existed. We ended up filming at the Manorhaven Beach Pool and Park office which resembled a police station and was conveniently vacant in the off season. Kim’s knowledge of production was tremendously helpful - besides finding a location that fit our visual needs, she was mindful of our production needs as well. Every person from the town who helped coordinate our shoot was attentive, flexible and helpful. Overall, we had an excellent and successful experience filming in North Hempstead, and it has definitely become one of my go-to places for location scouting.”*

We also met with Frank from IT and discussed creating an internal TV & Film “shared calendar” for the administration. That has been completed.

Next-up on the filming task list:

- Working with the Clerk and the Town Attorney’s office to amend Chapter 36 of the Town Code
- Revise the Fee Structure for permits, use & occupancy, overtime...etc.
- New Town TV & Film Website
- Online fillable forms (Maybe online permit payments too???)
- Digital media inventory of town properties and local downtowns
- Residential & Commercial Registry for film friendly locations
- Updated Contact information for all incorporated villages in the town for use online

### **Business Buzz – 2015 - Top #1 New Year’s Resolution**

We are currently coordinating an episode focusing on businesses that support and foster a healthy life style and weight loss. (Yes, I will be “taking one for the team” on this...)

Board Chair, Judi Bosworth, thanked BTDC Executive Director, Kim Kaiman, for her very comprehensive and extensive report. She said it was indicative of the great work being done by Ms. Kaiman and BTDC Deputy Director, Roy Smitheimer, are doing.

Board Members, Anna Kaplan, Lee Seeman and Peter Zuckerman made favorable comments on the BTDC November 2014 Business Development Seminar “Idea to Exit: How to Get A Business Up and Running Funded & Sold”. All three attended the breakfast seminar and were impressed on how engaged the attendees were with the panelists. They were also pleasantly surprised on the number who attended. BTDC Deputy Director, Roy Smitheimer, advised the Board that it was the first time in seven years that he has prepared and run this seminar series that no one left the room until the end.

Board Chair, Judi Bosworth and Board Member Dina De Giorgio commented on the Small Business Saturday promotion (Town/BTDC involvement). They both said that they had spoken to individual business owners who indicated that they had a sales increase for the day over last year’s (2013) Small Business Saturday.

Board Chair, Judi Bosworth, commented on the BTDC’s filming initiative on behalf of the Town. She thanked the BTDC staff, Ms. Kaiman and Mr. Smitheimer, for taking this project on. She said the Town’s filming process has to be centralized. As BTDC Board Chair and Town Supervisor, Ms. Bosworth determined that the Town’s filming coordination and promotion process should be under the auspices of the BTDC. Ms. Bosworth further stressed that the streamlining of the process is also extremely important. She is confident that the BTDC staff will be very diligent with this new task.

Board Chair, Judi Bosworth, Board Members Dina De Giorgio and Viviana Russell all commented on the possibility of the BTDC hosting a Career and Jobs Fair in 2015. All were excited about the prospects of this proposed event. Ms. Russell would like to see a Dress for Success like component as part of any future BTDC Jobs Fair event. Ms. De Giorgio recommended that the BTDC staff reach out to the Port Washington Public Library in order to incorporate the library’s Jobs & Career Center/Job Search Boot Camp into the educational mix of a future Career & Jobs Fair event.

**For Consideration**

The following resolutions were considered:

**RESOLUTION NO. 1 (2015)**

**A RESOLUTION ELECTING OFFICERS OF THE CORPORATION**

**WHEREAS**, under Section 1 of Article VI of the By-Laws (the “By-Laws”) of the Town of North Hempstead Business and Tourism Development Corporation (the “Corporation”), the Board of Directors (the “Board”) of the Corporation is to elect a Chair, Vice-Chair, Secretary and Treasurer; and

**WHEREAS**, such elections are valid for one year from the date of election; and

**WHEREAS**, the Board of the Corporation wishes to elect officers of the Corporation in accordance with the By-Laws; and

**WHEREAS**, the Board wishes to re-elect Judi Bosworth as Chair of the Corporation, Anna M. Kaplan as Vice-Chair of the Corporation, Viviana Russell as Treasurer of the Corporation and Lee Seeman as Secretary of the Corporation; and

**WHEREAS**, the members of the Board of the Corporation wish to make such elections; and

**WHEREAS**, in accordance with the By-Laws, the terms of such offices shall expire one (1) year from the date of this resolution or until a successor be chosen in accordance with the By-Laws.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the board of directors of the Corporation hereby elects the following persons to the following offices:

Judi Bosworth	Chair
Anna M. Kaplan	Vice-Chair
Viviana Russell	Treasurer
Lee Seeman	Secretary

; and be it further

**RESOLVED**, that terms of such officers shall commence immediately and shall continue for one (1) year or until a successor be chosen in accordance with the By-Laws.

**Ayes:** Judi Bosworth, Dina M. De Giorgio, Angelo Ferrara, Lee R. Seeman, Peter J. Zuckerman

**Nays:** None

**Abstentions:** None

**Date:** January 15, 2015

Upon the motion of Ms. Bosworth, Chair, the resolution was unanimously adopted.

\*\*\*\*\*

**RESOLUTION NO. 2 (2015)**

**A RESOLUTION APPOINTING MEMBERS TO THE AUDIT COMMITTEE,  
GOVERNANCE COMMITTEE AND FINANCE COMMITTEE OF THE  
CORPORATION.**

**WHEREAS**, under Section 2824 of the Public Authorities Law, the Board of Directors (the “Board”) of the Town of North Hempstead Business and Tourism Development Corporation (the “Corporation”) is required to establish an Audit Committee, a Governance Committee and a Finance Committee (the “Committees”); and

**WHEREAS**, the Board of the Corporation wishes to appoint members to the Committees in accordance with the By-Laws; and

**WHEREAS**, the Board wishes to appoint the following members to the following committees:

Audit Committee

Anna M. Kaplan (Chair)  
Dina M. De Giorgio  
Viviana Russell

Governance Committee

Judi Bosworth (Chair)  
Lee R. Seeman  
Peter J. Zuckerman

Finance Committee

Judi Bosworth (Chair)  
Angelo Ferrara  
Anna M. Kaplan

**WHEREAS**, in accordance with the By-Laws, the terms of such appointments shall expire one (1) year from the date of this resolution or until a successor be chosen in accordance with the By-Laws.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Board of Directors of the Corporation hereby appoints the following members to the following committees:

Audit Committee  
Anna M. Kaplan (Chair)  
Dina M. De Giorgio  
Viviana Russell

Governance Committee  
Judi Bosworth (Chair)  
Lee R. Seeman  
Peter J. Zuckerman

Finance Committee  
Judi Bosworth (Chair)  
Angelo Ferrara  
Anna M. Kaplan

; and be it further

**RESOLVED**, that terms of such appointments shall commence immediately and shall continue for one (1) year or until a successor be chosen in accordance with the By-Laws.

**Ayes:** Judi Bosworth, Dina M. De Giorgio, Angelo Ferrara, Lee R. Seeman, Peter J. Zuckerman

**Nays:** None

**Abstentions:** None

**Date:** January 15, 2015

Upon the motion of Ms. Bosworth, Chair, the resolution was unanimously adopted.

-----  
Chair (Judi Bosworth) recused herself from meeting at 10:12am & left the Board Room.

**RESOLUTION NO. 3 (2015)**

**A RESOLUTION AUTHORIZING AN AMENDMENT TO AN AGREEMENT WITH THE TOWN OF NORTH HEMPSTEAD TO PROVIDE LOCAL DEVELOPMENT SERVICES TO THE TOWN OF NORTH HEMPSTEAD**

**WHEREAS**, pursuant to Resolution No. 6 (2014), duly adopted by the corporation on March 11, 2014, the Corporation has entered into an agreement with the Town of

North Hempstead (the “Town”) to provide local development professional services to the Town for a term commencing January 1, 2014 and ending December 31, 2014 (the “Original Agreement”); and

**WHEREAS**, the Town has requested that this Board extend the term of the Agreement for one additional year such that the expiration date of the Agreement shall be December 31, 2015 and provide for consideration in the sum of Ninety Nine Thousand Five Hundred Twelve and 00/100 Dollars (\$99,512.00) in exchange for the services to be provided by the Corporation in calendar year 2015 (the “Amendment”); and

**WHEREAS**, the Board of the Corporation finds it in the best interests of the Corporation to authorize the Amendment.

**NOW, THEREFORE, BE IT**

**RESOLVED** that the execution of the Amendment is hereby authorized; and be it further

**RESOLVED** that the Vice Chair of the Board be and is hereby authorized and directed to execute the Amendment on behalf of the Corporation, and to take such further actions as may be necessary to effectuate the foregoing; and be it further

**RESOLVED**, that this resolution shall be effective immediately.

**Ayes:** Judi Bosworth, Dina M. De Giorgio, Viviana L. Russell, Lee R. Seeman, Peter J. Zuckerman

**Nays:** None

**Abstentions:** None

**Date:** January 15, 2015

Upon the motion of Ms. Seeman, the resolution was unanimously adopted.

Chair (Judi Bosworth) returns to Board Room at 10:12am after vote on Resolution No. 3. (2015).

\*\*\*\*\*

**RESOLUTION NO. 4 (2015)**

**A RESOLUTION AUTHORIZING THE CONSOLIDATION OF CERTAIN BANK ACCOUNTS OF THE CORPORATION.**

**WHEREAS**, the Town of North Hempstead Business and Tourism Development Corporation (the “Corporation”) currently maintains four (4) bank accounts with Signature Bank (the “Accounts”); and

**WHEREAS**, the Executive Director of the Corporation has recommended that the Board of the Corporation authorize the consolidation of the Accounts from four (4) accounts to two (2) accounts consistent with the Executive Director’s request dated January 12, 2015, which request is on file with the members of the Board and the Corporation (the “Staff Recommendation”);

**WHEREAS**, the Board of the Corporation finds it in the best interests of the Corporation to authorize the consolidation of the Accounts consistent with the Staff Recommendation.

**NOW, THEREFORE, BE IT**

**RESOLVED** that the consolidation of the Accounts consistent with the Staff Recommendation be and hereby is authorized; and be it further

**RESOLVED**, that this resolution shall be effective immediately.

**Ayes:** Judi Bosworth, Dina M. De Giorgio, Angelo Ferrara, Lee R. Seeman, Peter J. Zuckerman

**Nays:** None

**Abstentions:** None

**Date:** January 15, 2015

Upon the motion of Ms. Bosworth, Chair, the resolution was unanimously adopted.

### **Adjournment**

Upon the motion of Ms. Bosworth, the Members by unanimous vote adjourned the meeting at 10:14 a.m.

Respectfully submitted,

Secretary of the Corporation

