

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

Minutes of

December 3, 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 10:13 a.m. immediately following the Audit Committee meeting of the Board of Directors.

Attendance

The following Directors of the Corporation attended the meeting:

Judi Bosworth
Dina M. DeGiorgio
Angelo P. Ferrara
Anna M. Kaplan
Lee R. Seeman
Viviana L. Russell
Peter J. Zuckerman

Corporation staff present consisted of:

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

Moment of Silence

Ms. Bosworth asked for a moment of silence for those killed/wounded in the recent San Bernardino, CA shooting.

Minutes of Meeting Held on May 14, 2015

Upon the motion of Ms. Bosworth, the Minutes of the meeting held on November 2, 2015 were unanimously accepted.

Executive Director's Report

Ms. Kaiman verbally presented the Executive Directors Report. The following is her Executive Director's Written Report that was submitted and circulated to all the Board Members subsequent to this meeting:

Beautification Matching Grant Program:

The BTDC's 2015 Matching Grant Program is off to a great start. We designed and created the application, brochure, scoring rubric and rules.

Applicants seeking Downtown Beautification Program assistance must apply by completing an official Downtown Beautification Matching Grant Program application form. The application must include a description or a pictorial representation of the proposed improvement. The application must also include documented cost estimates of the improvement, and documentation regarding matching fund source commitments. A total of \$10,000 will be available to be awarded in each Council District. Each application will be evaluated by a scoring committee comprised of the following: BTDC Executive Director, BTDC Deputy Director, TNH Supervisor or her designee, TNH Council Person from who's Council District the application was submitted.

After circulating the application and brochure to Nonprofit organizations (including, without limitation, civic associations, local development corporations and other not-for-profit corporations) and business improvement districts, all are eligible to apply for Program funds. As a result, several phone calls of interest and inquiries were received. The application is due 12/4/15, and we are expecting several applications to be submitted with awards to be announced sometime in January 2016.

Vision Long Island Smart Growth Summit

VLI's 14th Annual Smart Growth Summit was held in November at the Melville Marriott. The Summit featured networking, a trade show, approximately 20 workshops, a youth summit and

plenary sessions on regional and local issues facing mixed-use development, downtown revitalization, wastewater infrastructure, financing Smart Growth, transit-oriented development, clean energy, youth leadership, regional projects, fair housing/segregation, off Island case examples, solid waste and many others...

I spoke on one of their panels on how to identify strategies that can better help promote our Main Streets and communicate the positive benefits of the many great communities to potential customers, tourists, and future residents through the use of Arts and Entertainment.

The format of this panel was simple. It consisted of brief opening remarks followed by questions from the moderator and the audience. The Fair Media Council's Jaci Clement was the moderator who was well versed in media and promotion issues on Long Island.

BTDC Seminar Series:

The BTDC partnered with the town's Building and Planning Departments for another one of our Business Development Seminars, which was titled "What to Know Before Opening or Expanding a Business." This seminar was aimed to empower those interested in setting up shop in North Hempstead, to successfully navigate the Town's building permit process.

The attendees consisted of commercial real estate brokers and developers, local chambers of commerce and business owners who learned about the Town and local villages' building permit and appeals process. Town and local village Building Department personnel, along with staff from the Town's Planning Department, and outside legal counsel was on hand to answer questions.

In total, we had approximately 90 attendees. This seminar received so much positive feedback from the attendees that we hope to build upon this one for a second installment sometime in 2016.

Gold Coast Film Festival

The film Festival took place in November, and was very successful in its 5th year. Over the past 5 years, over 15,000 people have attended the Gold Coast's Film Festival film screenings and events. (THIS DOES NOT INCLUDE ATTENDEES OF THEIR YEAR-ROUND SCREENING SERIES.) 25% of these ticketholders resided outside Nassau County, (Suffolk County, Queens, Brooklyn, Manhattan and elsewhere). (*figures are still being calculated for 2015 – figures were supplied to me by the Film Festival). The majority of attending filmmakers were also from outside of the region, thus bringing their friends and family into the area to stay in hotels and enjoy what our town has to offer.

LIU Post Campus

During the Gold Coast Film Festival, I had the opportunity to participate in one of their programs focusing on student filmmakers. Several short films by LIU Post film students were presented, followed by a discussion with GCIFF Festival Director Caroline Sorokoff and GCIFF Short Films Curator Alexandra Gil. I also spoke to the audience about filmmaking in North Hempstead, and how we are extremely film-friendly with the added benefit of having a student filmmaker discount off of our permit fees.

Nassau County Film Tour

For the first time, North Hempstead was included in the "Nassau County Film Tour." This county program involved taking top film industry professionals on a coach tour bus, over a period of two days (12/1, 12/2), to interesting places to film throughout Nassau County.

The BTDC submitted several North Hempstead locations, and the following North Hempstead locations were featured on the official tour:

- Yes We Can Community Center
- Village of Great Neck Plaza
- The Inn at Great Neck Hotel
- The Americana of Manhasset
- Downtown Roslyn
- Gerry Park
- North Hempstead Town Dock
- Downtown Port Washington
- North Hempstead Manorhaven Facility
- North Hempstead SWMA
- Sands Point Preserve

Additionally, the BTDC worked diligently with the Communications Department to produce a North Hempstead Filming Guide picture book, with full-page color photographs, which was

distributed at the film tour. (In essence, a photo album of sorts...) This guide will be distributed to each board member at the board meeting.

Although this was a county facilitated program, our participation gave our town greater exposure and interest to film industry professionals about our own little goldmine of Hollywood East!

Ms. Bosworth commented on Ms. Kaiman's outreach to the film industry and putting the Town of North Hempstead on filmmakers map for active film making. "Great move by the Board/Supervisor's office tasking the BTDC and specifically, Ms. Kaiman, to take the lead in coordinating filming projects throughout the Town."

Ms. Kaplan thanked BTDC Executive Director Kaiman and Deputy Director, Roy Smitheimer, for all their efforts on behalf of the Town and raising the presence of the BTDC and its efforts to a higher level.

Ms. De Giorgio received fabulous feedback on the BTDC's November 18th "What to Know Before Opening or Expanding a Business" seminar with the Town's Building and Planning Departments. Ms. De Giorgio suggested the BTDC hold another seminar with the Building Department this time focusing on opening a specific type of business, such as a restaurant.

For Consideration

The following resolutions were considered:

RESOLUTION NO. 12 (2015)

A RESOLUTION AUTHORIZING THE RETENTION OF ALBRECHT, VIGGIANO, ZURECH AND COMPANY, P.C. TO PERFORM AN AUDIT OF THE CORPORATION'S FINANCIAL STATEMENTS FOR THE YEAR ENDING DECEMBER 31, 2015

WHEREAS, the Town of North Hempstead Business and Tourism Development Corporation (the "Corporation") is in need of auditing services with respect to its 2015 financial statements (the "Services"); and

WHEREAS, Albrecht, Viggiano, Zureck & Company, 25 Suffolk Court, Hauppauge, New York 11788 (the "Consultant") is uniquely qualified to provide the Services.

NOW, THEREFORE, BE IT

RESOLVED, that the board of directors of the Corporation (the “Directors”) hereby authorize execution of an professional services agreement with the Consultant to provide the Services in consideration of the payment of \$13,500.00 (the “Agreement”); and be it further

RESOLVED, that the Directors hereby authorize staff of the Corporation take such other action as may be necessary to effectuate the foregoing.

Ayes: Judi Bosworth, Dina M. De Giorgio, Angelo P. Ferrara, Anna M. Kaplan, Lee R. Seeman, Viviana L. Russell, Peter J. Zuckerman

Nays: None

Abstentions: None

Date: December 3, 2015

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

RESOLUTION NO. 13 (2015)

**A RESOLUTION SETTING DATES FOR 2016 ANNUAL AND REGULAR MEETINGS
OF THE BOARD OF DIRECTORS OF THE CORPORATION**

WHEREAS, in accordance with the By-Laws of the Corporation, the Board of the Corporation (the “Board”) is required to hold an annual meeting in January of each year, and may hold such other meetings as the Board may decide; and

WHEREAS, the Board desires to set January 14, 2016 as the date for the annual meeting of the Board and to set the following dates for regular meetings of the Board:

March 10, 2016

May 12, 2016

July 14, 2016

September 15, 2016

December 8, 2016

NOW, THEREFORE, BE IT

RESOLVED, that the Board hereby sets January 14, 2016 for the annual meeting of the Board; and be it further

RESOLVED, that the Board hereby sets the following dates for regular meetings of the Board:

March 10, 2016

May 12, 2016

July 14, 2016

September 15, 2016

December 8, 2016

; and be it further

RESOLVED, that each meeting shall begin at 10:00 a.m. in the Town Board Room of Town Hall.

Ayes: Judi Bosworth, Dina M. De Giorgio, Angelo P. Ferrara, Anna M. Kaplan, Lee R. Seeman,
Viviana L. Russell, Peter J. Zuckerman

Nays: None

Abstentions: None

Date: December 3, 2015

Adjournment

Upon the motion of Ms. Bosworth, the Members by unanimous vote adjourned the meeting at 10:31 a.m.

Respectfully submitted,

Secretary of the Corporation

