**FRYEBURG BUSINESS ASSOCIATION**

**Board of Directors Meeting**

**Of September 4, 2014, 4:00**

**Admiral Peary Inn Bed & Breakfast**

**Donna Woodward – President Bonnie Gould - Treasurer**

**Donna Pearce – Secretary David Chaffee – Member at large**

1. President Donna Woodward called the meeting to Order at 4:00 pm. With only three members present at this time, a quorum was not declared. Non-voting information was reviewed until 4:35 at which time David Chaffee arrived and a quorum was declared for all voting purposes.
2. Minutes from the membership meeting dated May 13, 2014 were reviewed, amendments made and were unanimously approved as amended.
3. Treasurer Report: Bonnie Gould report the current balance of account is $13,161.39 with one outstanding bill to MWVCC for $125.00.
   1. Per BOD retreat, Bonnie Gould has obtained debit/credit card attached to the Norway Savings Bank account. Two cards have been issued to FBA to be held by Treasurer and President. A $500.00 per swipe limit is applied to the card. Signatures were obtained during the meeting from President for Norway Savings Bank records. Online banking for review only is now available to Treasurer.
4. Membership: David Chaffee will contact neighboring business associations to find out about their membership levels and their criteria. i.e.,
   1. Members are business or personally vested in their community but business is located outside the town limits.
   2. Lives outside of community but works in the community.
   3. Due to board by Tuesday September 9, 2014
5. Web update: Donna Woodward is requesting business information updates and photographs for website.
6. Business/Student Mentoring Program: A survey was sent to general membership inquiring to their level of interest and needs for a mentorship program. No report.
7. Economic Development. No report.
8. Board retreat
   1. Minutes from Board Retreat August 5, 2014 were unanimously approved as amended.
   2. By-laws from Board Retreat August 5, 2014 were unanimously approved as amended. Bylaws have been sent to the membership for approval. Bylaws will be reviewed in detail during the general meeting September 9, 2014 and put a vote.
   3. Mission Statement reviewed – tabled
   4. Quick-books status. Per retreat request, quick books expert has been brought on board. Prior invoicing and record keeping has been fixed. Holly Foster will send current membership spreadsheet to Bonnie Gould to be imported.
   5. Quick-books invoicing. Invoices will be customized for Fryeburg Business Association. Invoices will be e-mailed during November. Invoices will be sent via USPS in December.
9. Suggestions for guest speakers to present during membership meetings are present to the BOD for approval and invitation sent.
10. Review board members contact information – action completed for present members
11. General Meeting agenda – action completed.
12. 2015 Calendar – action completed.
13. All – none
14. Adjourn
15. All business properly before the board having been considered, the meeting was adjourned at 5:12 pm.

Respectfully Submitted,

Donna M. Pearce, Secretary

ATTCH: 2015 calendar

Bylaws

General meeting agenda