



EPABID Board Meeting

October 10, 2023

Present: Rebecca O’Leary, Michael Giangjordano, PamZenzola, Nancy Melchiore, Michell Gillen-Doobrajh, Capri Dessecker, Steve Lauer, Pete Sina, Adam Geer (remote), Amanda Rucker (remote), Marlo Dilks (remote), Ann Lastuvka (guest speaker on assessment collection), Olivia Fredericks (working in background). Minutes taken by Elaine Johnson.

None absent.

Approval of Minutes: Nancy, Steve

Approval of Financials: Nancy, Pam

1. Financial Updates

- a. Estimated total expenses from EPMF -\$32,190.88. No bill from Mark Beyerle to come, his fees are paid through his portal by individual businesses via rental/permit fees.
- b. Assessments: Update from Ann Lastuvka, former Director of Operations for Northern Liberties BID regarding old debt, cleaning up QuickBooks, processing liens, etc. Report sent to board in email on
 - i. 10 very delinquent properties. \$900 lawyer fee on each to be reimbursed on payment of assessment. First a letter will go out to property outlining plan of action/fees. Next step is court filing. The eventual long-term result will be the sheriff’s sale of property. Letter by lawyer is free, \$900 is court filing fee. Also, the lawyer receives 18% - the property owner pays. 2 different letters drafted – one a “sledgehammer” for very delinquent properties, one milder for special circumstances, more recent delinquencies.
- c. PABID Banking status
 - i. October 16 banking signature will be changed to remove Pam and add Marlo.
 - ii. Move 10k from Wells Fargo
 - iii. Rebecca, Michael, and Marlo to have budget meeting by November for December approval.
 - iv. Debit card for ED – try to add as an authorized user

2. Music Festival Press

- a. Great press coverage for event. Kory Aversa and PUNCH reports sent to board on 10/6

3. Upcoming Events

- a. Shared annual calendar of events
 - i. Need to add QOTA – needs a refresh and scheduled quarterly?
- b. Witches of East Passyunk Bar Crawl - Wednesday 10/25 5 – 8 pm
 - i. Need to make punchcard – Spend \$5 on food or drink to receive punch.
 - ii. Sign up portal to open online, new price \$9.99 for participation (up from \$6.66). Rebecca will open office windows and register witches during event.
- c. Fall Fest! Posters arrive this week!
 - i. Giordano providing hay bales, pumpkins, cornstalks.
 - ii. Cheddar Boys booked.
 - iii. May add one or two other performers.
 - iv. Could also have community painting project
 - v. Trick or Treating!
 - vi. Photobooth
 - vii. BID will have table at Fall Fest. Rebecca has purchased a branded tablecloth. Will have snacks, sell remaindered Music Fest posters and shirts.
- d. Christmas Tree lighting – Wednesday, November 27th
 - i. Inquire about using the Oval's stage.
 - ii. Keep politician's comments brief.
 - iii. Coppin School band to perform abbreviated concert (15-20 mins)
 - iv. (idea) Performer, pianist, [Jeremy Raves](#) to lead holiday singalong
 - v. Quaker City String Band
 - vi. Miguel from CBS invited to MC
 - vii. Invite Samuels & Sons to light tree.
 - viii. Book Santa Pat asap
 - ix. Lights to connect from Miracle on S 13th to the Ave.

4. Holiday Decorations

- a. Outdoor Décor to deliver and install wreaths on Wednesday 11/14
 - i. ROL + Chris Capello will coordinate with installer to instruct placement and add additional lights where possible. Capello to de-install and ROL to determine new storage facility in 2024.
- b. Capello has tested holiday lights, good to go.

- c. Tara is sourcing 14ft Christmas Tree, PARC to pay.
 - d. Purchase light display for Gateway
 - e. Purchase new Menorah. Capri emailed a possible option.
 - f. Tara / ROL / EPABID to select and approve decorations.
 - i. Holiday committee to meet and include Michelle and Nancy.
5. Reauthorization prep to start ASAP. Budget must be completed for legislation.
6. Survey from Music Fest. Only 4 or 5 responses. Will set up an anonymous portal for suggestions/concerns.
7. Security camera grant is not official. If approved, the contractor most used by the city is Omega.
8. Board Executive Session

Meeting adjourned 11:21pm