



PARTNERSHIP WEST INC  
Business Improvement District

## Board of Directors

Pamela B. Daniels, *President*  
Dr. Aubrey Gregory, *Vice President*  
Leonard Robbins, *Secretary*  
Evelyn Littles, *Treasurer*  
Pasquale Romagnuolo, *Assistant Secretary*  
Cesar A. Vizcaino  
Tomas Porturas  
Rev. Dr. Dumerzier Charles  
Sandy Castor  
Hon. Joseph A. McCallum  
Hon. Ras J. Baraka

### Partnership West, Inc.

PO Box 6025  
Newark, NJ 07106  
973.973.3145

## Meeting Minutes of PWI Board of Directors

Wednesday, May 2, 2018

10:00 AM - 11:30 AM

UVSO Ivy Hill Preschool

475 Irvington Avenue | Newark, NJ | 07106

### 1. Welcome

- Dr. Gregory, Board Vice President called the meeting to order at 10:07 am.

### 2. BID Operations:

**a. Roll Call: Present** – Dr. Aubrey Gregory, Houston Stevens, Tomas Porturas, Dr. Mamie Bridgeforth, Cesar Vizcaino, Leonard Robbins and Sandy Castor. Staff member – Tracy Fredericks. **Absent** – Pamela Daniels, Evelyn Little, Pasquale (Pat) Romagnuolo, and Rev. Dumerzier Charles.

### b. Minutes Review & Adoption:

- 04/18/ Full Board - The motion was made to pass the minutes with an amendment to the attendance by Houston Stevens. Tomas Poturas was marked absent when he was present. The motion was second by Tomas Porturas. Motion carried unanimously.

### c. Finance:

- **Monthly Accounting Process – ED's request to hire an accounting firm.**  
The Board unanimously agreed to hire an accounting firm to do the monthly bookkeeping that is currently being handled by the Executive Director in order to allow for greater transparency and fiscal responsibility. This responsibility will be added to the duties of the future accountant (consultant) that will be hired by the end of June 2018. The PWI Executive Director will manage the accountant and the Treasurer will be kept in the loop on a monthly basis.
- There was a motion put forth by Houston Stevens to acquire a PWI credit card so that the Executive Director no longer would have to use her personal card when conducting business for PWI. Once that credit card is obtained the Executive Director has authority to conduct business with the card on behalf of PWI up to \$500. As has been done in the past, receipts and or invoices must be presented before PWI will approve expenditures. The Executive Committee must approve expenditures over \$500. Tomas Porturas second the motion. The Board passed the motion unanimously.
- The ED will present information on her choice of an accountant, auditor, and attorney at the next meeting for the Board to review.

### d. Administration:

- **PWI Office Space** – There was a discussion as to where the office should be located. Three schools of thought emerged from the conversation but no decision was made. It was decided that once the branding conversation is had then the location for the office would be decided. The three schools of thought are:

1. **The office could be located in the Upper Vailsburg area** in order to take advantaged of the already established businesses, the current hustle and bustle of people and the higher income residents and homeowners. Once the BID is established then it could move to Lower Vailsburg or we could create an additional office as a satellite office.
2. **The office could be located in the Lower Vailsburg area** (beyond the GSP bridge) because it needs the most assistance right now. It currently has a burgeoning of small businesses such as Ambassadors Chicken and Gary's Variety Clothing Store. In addition the new playground across the street from West Side High School and the projects being spearheaded by the MCJ/Amelior Foundation and the Urban League are growing the neighborhood and preparing it for success. The BID would help to anchor the positive community economic development work that is taking place.
3. **The BID office could be located in a central place** to represent both Phase I and II.

**e. Board Governance:**

- **Tentative Board Retreat** – The Board agreed to attend a retreat on May 19<sup>th</sup>. The topic will be branding. Recommendations for the facilitator came from Sandy Castor, Dr. Mamie Bridgeforth and Dr. Gregory. The ED will follow up.

A motion was made to end the meeting at 11:39 am by Houston Stevens and second by Cesar Vizcaino.

  
\_\_\_\_\_  
Secretary

6/6/18  
\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date