



North Andover Merchants Association  
Board of Directors  
August 22, 2023  
6:00 PM  
The Loft

**In Attendance:** Sally Finnimore, Mike Hurley, Therese Leone, Brittany Ray, Jonathan Mandell, Janice Phillips, Melissa Diminico, Travis Holland,

**Not In Attendance:** Lauren Macauley, Joelle Elghoul, Juliana Mancinelli

**Acceptance of June 27, 2023 Meeting Minutes** All voted in favor of accepting the June 2023 minutes into the record.

**Acceptance of June 2023 and July 2023 Treasurer's Reports** Report shows some income coming in for Fall Festival but Kate and Jonathan noted that these income and expenses will be spread out over July, August and September. Brittany Ray made a motion to accept the Treasurer's Reports into the record, and Janice seconded the motion. All voted in favor and reports were accepted.

**Corporation Filings & Taxes** After reviewing the filing status of our association, it was determined that no paperwork was ever filed with the Commonwealth of Massachusetts to incorporate the Association. Kate filed the Articles of Incorporation and paid the filing fees. AN annual report will need to be filed each year as well as any required paperwork pertaining to changes in board, bylaws etc.

All tax forms (990) for the Association are filed and up to date. Because our annual income is under a certain threshold, we are only required to file a very short 990 in a postcard form. This info is available by searching the IRS.

There are many questions about the status and future of the North Andover Merchants Association *Foundation*. It is inactive and the board is made up of former merchants assoc members and other members of the community. More research and discussion needs to occur to determine what should be done with the Foundation.

**Flood**-there is a lot going on and we continue to meet with town and other local officials to help. All the fundraisers that we know about are posted on our website and we will add more as we hear about them. In addition we will share all info we receive from town about clean up and potential funds. We have been reaching out to non-member businesses as well. We are offering all impacted businesses a free space at the Fall Festival to help them connect with the community.

**Member's Concerns/Requests** We will be sending the member a copy of our 990-N which is what must be made available per IRS regs. If a member has any other questions, they can attend a board meeting and we can address any specific concerns. Reminder that this is one member out of 125. We did decide that we will post the minutes of our meeting on our website but we will not be emailing them to the members.

**Fall Festival** Spreadsheet was shared. see budget & Y2Y tab for overview. 117 vendors, planning on target. **THIS IS AN ALL HANDS ON DECK DAY!** I know many of you have space at the festival but please try to give the association some time during the day. We would like other members to help out so please reach out to their member businesses that you know and ask them to help. The money raised from this event supports all the activities of the association and helps keep our membership dues low.

**September 13 at Edgewood**-We decided that this would be a networking/mixer event for all members rather than including any panel discussion. It has been in the newsletter but an invite will be sent to members this week. Please attend!

**Fundraiser/Member Appreciation/Holiday Party**-Will be November 30th. Either North Andover CC or Stevens Estate. Will be a fundraiser and a chance to recognize member milestones etc. **People are needed to serve on this planning committee.** The more people the less work for everyone involved. It is helpful even if you can give a little time (make a few calls, send a few emails, decide on food, decor etc). I will be reaching out to members to involve more people too.

**Halloween** Will do window painting again.

**Winter Holidays**- We will be doing a "Gingerbread House" Walk this year at the new North Andover Senior Center. Businesses will be invited to create a themed gingerbread house out of any materials they want and visitors can stroll through the houses. We will either charge a nominal admission fee and/or sell raffle tickets for the houses. Similar to a Festival of Trees event. I need a few more people to help with the planning of this event and then we will need volunteers the week of the event.

Brittany made a motion to adjourn the meeting, Jonathan seconded and all voted in favor. Meeting was adjourned at approximately 7:30PM