

Member Handbook

About Doing Businesses in Fair Haven	1
Mission / Purpose of the FHBA	1
FHBA Meetings	2
Calendar of FHBA Events and Projects	2
Online Marketing/Account Access	3
Google Account / Email Address	3
Web Site	3
Social Media	3
Social media channels	3
Hashtags	4
Documents	4
Membership List	4
Email Lists	4
Photos	4
Possessions	4
Leadership Areas	5
Vibrant Business Districts	5
Promote the FHBA and Help Individual Businesses Succeed	5
Supporting the Fair Haven Community	5
Managing the FHBA	5

About Doing Businesses in Fair Haven

What taxes do businesses pay?

- Businesses pay no taxes to the boro of Fair Haven.
- Fair Haven only has one property tax rate. Residential properties and commercial properties all pay the same tax rate to Fair Haven. Note the commercial properties pay the same rate as residential properties but use less services than residential properties do. Commercial properties don't send children to school, in some cases do not get public trash pickup, do not get bulk pickup, and possibly more.
- It is fair to assume that property taxes are passed on to businesses as part of their rent.

What laws apply to businesses?

- Fair Haven's laws can be read on the boro website under "Municipal Code." They contain a section on land use laws, which are the laws related to how a property can be used. They include laws related to renovating and building structures and other elements of a property's site plan.

Mission / Purpose of the FHBA

Benefits of joining the FHBA:

- Work together to promote ALL of Fair Haven's businesses.
- Work together with other business owners to make Fair Haven a vibrant home for businesses.

- Fair Haven Business Association (FHBA) is a respected liaison with Fair Haven government
- Building a Community of Fair Haven Business Owners

FHBA Meetings

- General membership meets 4 times a year, usually 1st Wednesday of a month at 5:30. When possible, we meet in a member business location.
- Meeting schedule is not yet set for Board of Directors

Calendar of FHBA Events and Projects

When?	Event/Project	FHBA Organizer
January	Membership Stickers	Tina DeAngelis, from Visual Xpressions
January	Annual Membership Renewal	Manage Membership, Carolyn and Paul <ul style="list-style-type: none"> • Send out invoices • Process renewals, deposit checks, update FH businesses spreadsheet • Announce new members, add them to email lists and web site • Throughout year: <ul style="list-style-type: none"> ○ Keep FH businesses spreadsheet updated with new and closed businesses ○ Remove non-members from website and email lists
Jan-June	FHBA Scholarship	FHBA Scholarship Committee, led by John Henrickson
March	Meet n Greet for Fair Haven Businesses	Organizers have varied. 2025 was organized by Carolyn, Kim Craven, and Carol Rose
April	Election of Officers	Secretary?
May 1	New Officers Begin Service	
June	Annual BBQ for Members and Guests	Hosted by Ferguson Dental Care and Boxwood Gardens Florist & Gifts
June	Fair Haven Day, sponsor beer mugs and provide free facepainting tent	Michel has been organizing <ul style="list-style-type: none"> • Gene DeFalco helps set up tent and banners • We hire Zakia and team to do facepainting • Closing the line is horrible • Also need to take down tent and banners
June-Aug	Fair Haven Fair, placemat advertising	Pam Boyd, artwork arranged by Michel
August	Sidewalk Sale (Aug)	Need organizer

Nov	Small Business Saturday w trolley	Chelsea plus new members needed. Kim Craven hosts a sub-event at Columbus Club
Dec	Holiday Stroll and Santa in Park (Dec)	<ul style="list-style-type: none"> • Carolyn does the Holiday Stroll • Lauren does the horse and carriage rides • Tina DeAngelis does the park This is a collaboration with the boro and the fire department.
Year-round	Website	Tom Bull <ul style="list-style-type: none"> • Skills used: website design, Godaddy
Year-round	Social Media	Kendra Castellano, Carolyn, Kim Craven <ul style="list-style-type: none"> • Facebook • Instagram account needs to be recovered
Year-round	Creative and Artwork	<ul style="list-style-type: none"> • Creating images and printer-ready images for social, signs, and banners, Carolyn, others • Putting out/in lawn signs for events, Boxwood Gardens • Putting up and taking down banners • Maintaining library of photos • Maintaining library of logo and other images

Online Marketing/Account Access

Google Account / Email Address

Fairhavenbusinessnj@gmail.com has been set up by Elise. Contact her for the password.

The FHBA had an old Google account with email address is fhbanj@gmail.com. The name of this account is "FHBA", and the email goes to former member Jen from Moon Child, from A Chic with Stix. This was set up using a recovery email address that Jen no longer has, so we've had to abandon the account.

Web Site

www.fairhavenbusiness.com

The website is hosted on Godaddy, in Dr. Ferguson's account. Carolyn Ferguson or Tom Bull can provide access if needed.

Social Media

Social media channels

We have the following social media channels:

Facebook page: <https://www.facebook.com/fhbusiness>

Instagram: [mainstreetfairhaven](https://www.instagram.com/mainstreetfairhaven)

Mega Business: We are registered. Need details.

Google Business: Has been a challenge because we don't have an address

Hashtags

We have used these in the past:

#fairhavennj

#fhbanj (Carolyn doesn't love)

Documents

The organization's documents are stored in the Google Drive that is part of the fairhavenbusinessnj Google account.

Membership List

This spreadsheet tracks current FHBA membership, and historical membership back to about 2012.

These spreadsheet is stored in the Google drive, but through the magic of Google, it can also be viewed on the "Member Center" page of www.fairhavenbusiness.com

Email Lists

We maintain 2 email lists:

- All Fair Haven businesses
- FHBA members

These lists are stored in the Google drive, but through the magic of Google, they can also be viewed on the "Member Center" page of www.fairhavenbusiness.com

Photos

Carolyn has a collection of photos in her personal Google drive.

Possessions

The FHBA owns the following items that we use for our events. They are free to borrow by any member.

- Red/white queue lines, stored at Ferguson Dental Care
- Candy cane strings of lights, stored at Ferguson Dental Care
- 10' x 20' tent, stored at Canyon Pass Provisions
- Portable Sound system, stored at Two River Computer
- 2 cornhole sets with Christmas designs, stored at Ferguson Dental Care
- Snow man costume, stored at Ferguson Dental Care
- Construction lights, stored at Ferguson Dental Care
- Banners & Lawn Signs
 - FHBA Banners (4)
 - Banners for our events are stored at Ferguson Dental Care.
 - Lawn signs for our events are stored at Boxwood Gardens Florist & Gifts

Procedures

Sending Email to the Membership

Keep your recipient in mind as you write your message. Start the message with the action you are requesting the reader to do, for example, “please mark your calendars” or “sign up to purchase a placemat ad.”

Use this procedure to send the email message:

1. To Line: Send it to fairhavenbusinessnj@gmail.com or to yourself and copy fairhavenbusinessnj@gmail.com
2. BCC line. Copy and paste the email list into this line. The FHBA email list is on the “FHBA Member Center” page of www.fairhavenbusiness.com.
 - For emails to the FHBA membership, copy the email addresses in the sections labeled **FHBA Members** and **Boro Council Liaisons**.
 - For emails to all Fair Haven businesses, copy the email addresses in all sections in the document.
3. Subject: Start with “FHBA-“, and follow it with a title that summarizes the message and/or tells the user what action you are requesting them to do.

Leadership Areas

This was some analysis that was done during the recent restructure of officers.

Vibrant Business Districts

- Boro government takes significant ownership
- Outreach to All Fair Haven Businesses
- Outreach to Commercial Property Owners
- Boro communications promote business districts and FHBA events
- Boro processes enable businesses to add/update signs quickly
- Boro processes enable commercial property owners to respond to market trends and change use of commercial units quickly, with minimal use of expensive professionals, and with predictability of time and cost
- Help businesses to open quickly, with minimal use of expensive professionals, and with predictability of time and cost
- Help commercial property owners to get tenants moved in quickly, with minimal use of expensive professionals, and with predictability of time and cost
- Outreach to learn from, and possibly collaborate with, other towns
- Pursue grant opportunities for business district improvements

Promote the FHBA and Help Individual Businesses Succeed

- Event: Fair Placemat Advertising
- Event: Sidewalk Sale
- Event: Small Business Saturday
- Help new and existing businesses, and commercial property owners, to navigate boro processes
- FHBA Website
- Social Media

- Outreach to Member Retail and Food Businesses
- Outreach to Member Services and Other Businesses
- Outreach to Member Commercial Property Owners

Supporting the Fair Haven Community

- Scholarship project
- FH Day
- Holiday Stroll

Managing the FHBA

President

- Facilitate a plan for the year
- Plan meetings w agendas
- Arrange meeting locations
- Point of contact for problems
- Recruiting leadership for the organization

Secretary

- Maintaining membership list and email
-
- lists
-
- LII
-
- Pr

Procedures

- Take and distribute manage meeting notes
- Send email communications to member businesses
- Manage storage of organization documents
- Maintain member handbook
- Tools knowledge: Gmail, Google drive, Google Docs

Treasurer

- Process incoming checks, pay bills
- Manage bank account
- Keep membership informed of financial status
- Tools knowledge: Quickbooks