

# Business Profiles

To add a contact profile, go into the Businesses section of Maestro and click on the Plus button in the upper right hand corner. This will create a blank profile for you to edit and save.

Organization

Economic Vitality

Promotion

Design

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Settings

Contacts

Travis Brown

**Travis Brown**  
 Chief Business Development Officer  
 The Relish Jar

Communications

Okay to Contact

Email

travis@therelishjar.com

Alternate Email(s)

travis@maestrocm.com

Phone

Work 217-391-6094

Cell 217-555-5555 (Preferred)

Birthday

12/11/1977 (46 years)

Spouse

Jennifer Brown

Anniversary

06/23/2001 (22 years)

Address

3323 Tiger Trail  
Quincy, Illinois 62301

Demographics

Veteran

User Access

✓ Travis has access to Maestro.

Role Admin

Staff Member? Yes

Properties All

| Address  | Role    |
|--|---------|
| 114 North 7th Street<br>Quincy, Illinois 62301 | Owner   |
| 327 South 8th Street<br>Quincy, Illinois 62301 | Staff   |
| 905 York Street<br>Quincy, Illinois 62301      | Manager |
| 1009 State Street<br>Quincy, Illinois 62301    | Manager |

Properties Owned All

| Address  |
|--|
| 600 Hampshire Street<br>Quincy, Illinois 62301 |

Tasks

| Task                                  | Due        |
|---------------------------------------|------------|
| Send letter to Businesses in the Area | 06/01/2023 |
| Recycling/Trash Totes Ordered         | 12/20/2023 |
| Security Confirmed                    | 04/19/2024 |
| Restrooms Ordered                     | 05/23/2024 |
| Clean-up Crew Secured                 | 05/24/2024 |
| Concert Setup                         | 07/26/2024 |
| Send Reminders                        |            |

Work Plans 5 of 16 >

| Name                       | Date       |
|----------------------------|------------|
| 2020 Blues In The District | 06/12/2020 |
| 2020 Membership Campaign   | 04/14/2020 |
| 2020 Street Dance          | 08/15/2020 |
| 2021 Street Dance          | 10/16/2021 |
| 2021 Blues In The District | 06/11/2021 |

Volunteer Hours 5 of 188 >

| Entry     | Hours | Date       |
|-----------|-------|------------|
| Quick Add | 1     | 04/11/2024 |
| Quick Add | 1     | 04/11/2024 |
| Quick Add | 1     | 04/03/2024 |
| Quick Add | 1     | 04/03/2024 |
| Quick Add | 1     | 03/29/2024 |

Donations 5 of 11 >

| Donation Date | Amount   |
|---------------|----------|
| 01/23/2019    | \$100.00 |

Notes

Former Executive Director

More Notes Here

and here

Contact Reports

Editing this contact Report  
— edited 03/29/2024 (added by Travis Brown)

Contact Report Testing  
— edited 03/28/2024 (added by Travis Brown)

Met with Travis to discuss their business retention program  
— 06/30/2021 (added by Travis Brown)

Talked to Travis about being a part of the Farmers Market Committee  
— edited 11/11/2020 (added by Travis Brown)

Involvements

Award

|  |      |
|--|------|
| Bob Mays Volunteer of the Year Award Recipient | 2019 |
|--|------|

Events

|                                 |      |
|---------------------------------|------|
| Farmers Market Vendor 5/7, 5/14 | 2020 |
| Blues Food Sponsor              | 2024 |
| Annual Meeting Attendee         | 2019 |

Sponsorships

|   |      |
|---|------|
| Teal Pumpkin Event Sponsor                  | 2019 |
| Pumpkin Patch Partnership                   | 2021 |
| Light the Park & The District Title Sponsor | 2018 |
| Feast Friend                                | 2023 |
| Feast Farmers Table Partner                 | 2019 |
| Feast Chef's Table Partner                  | 2021 |
| Farmers' Market Presenting Partner          | 2024 |
| Farmers' Market Market Sponsor              | 2020 |
| Farmers' Market Market Friend               | 2023 |

## Required Field

Company Name

All Business profiles must have a company name to be saved. The full Company Name is the unique identifier for businesses and will determine if imports update the record or create a new record.

The Business Profile contains a number of optional default fields that data can be added to (via import or manual entry). Some of the most important for reporting purposes are:

- In District (checking this box will include the business in your reporting statistics)
- Opened Date (allows you to have new businesses calculated correctly)
- Closed Date (for businesses who have closed)

- Relocated Out Date (for businesses who remain in operation but are now outside the district)
- Employees (Full Time, Part Time, Seasonal)

## Property Address

Only businesses within your geographic service area (district) should be connected to a property. Other businesses should utilize the Mailing Address section.

Businesses within your service area that have an alternate mailing address (PO Box, etc) should also utilize the Mailing Address section.

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Revision #5

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