



MINUTES

Board of Directors Meeting
Conference Room
Development Authority Conference Room
January 9, 2019 at 9:30 a.m.

PRESENT: Nan Stevens, President Amanda Giangola
 Jim Welton, Treasurer George Karos
 Tony Lewis, Secretary Megan Michael
 Jim Barnes P.J. Orsini
 Bob Butler Kevin Starliper
 Steve Cox Hunter Wilson
 Dan Dulyea

ABSENT: Helen Harris; Montie Hicks; and Jim Seibert

OTHERS PRESENT: Ken Barton, Steptoe & Johnson; Sandy Hamilton, Executive Director; and Tara Price, Administrative Service Coordinator

- I. Call to order—President Stevens called the meeting to order at 9:32 a.m. in the Authority Board Room, Martinsburg, WV.
- II. Determination of Members Present and Existence of a Quorum—President Stevens reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting—Secretary Lewis confirmed the meeting agenda was posted to the public Friday, January 4, 2019.
- IV. Reading and Disposal of Prior Unapproved Minutes of the Board and Executive Committee— The Board reviewed the minutes of the last Board Meeting on December 16, 2018.
Mr. Welton made a motion to approve the minutes. Seconded by Mr. Wilson. Motion carried.
- V. Executive Session—Ms. Michael made a motion to go into Executive Session; seconded by Mr. Wilson. Action will be taken. Entered into Executive Session at 9:34 a.m. Adjourned at 9:50 a.m.

Action taken in public session was a recommendation from the Treasurer for the Executive Director to move funds. Mr. Cox seconded. Motion carried.

VI. Finance/Audit Committee Reports—Mr. Welton reported the Finance/Audit Committee did not meet in January.

A. Financials—Mr. Welton reported that the November Financials were emailed to the Board. The December Financials will be emailed to the Board as soon as they are received.

Motion made by Cox to approve the November Financials, subject to audit; seconded by Mr. Butler. Motion approved.

VII. Public Comments. There were no guests in attendance at the meeting.

VIII. Report of the President—No report given.

IX. Report of Chairperson of Standing Committees—

- Executive Committee—President Stevens reported the Executive Committee had not met since last meeting on December 5, 2018.
- Business Development Committee— Mr. Orsini reported the committee met last month and a presentation from Shockey Properties was given.
- Marketing Committee— Mr. Starliper reported the committee will meet this month on January 23, 2018.
- Government Affairs & Infrastructure Committee— Mr. Wilson reported the committee did not meet since the last meeting.
- Human Resources Committee— Ms. Michael reported the committee had not meet since the last meeting.
-

X. Report of Ad-Hoc Committees—

- By-Laws Ad Hoc Committee— Mr. Lewis reported a draft of the By-Laws was sent to Full Board prior to meeting for review and vote.
Mr. Barnes called the question. Mr. Cox made a motion to accept and adopt the draft of the By-Laws; seconded by Mr. Butler. Motion carried.
- Funding Ad Hoc Committee— In Ms. Harris absence, Ms. Stevens reported no meeting was held since last Board meeting.
- Property Management Ad Hoc Committee— Committee member Welton reported at the last meeting bids were received for HVAC system replacement and the Board had approved to accept the bid of Johnson and Johnson. Mr. Bush will be providing a list of projects for the committee to prioritize for recommendations.

X. Unfinished Business—No unfinished business reported at the meeting.

XI. New Business. No new business presented at the time of the meeting.

- XII. Report of Staff
- (a) Executive Director—Ms. Hamilton reviewed her distributed monthly report. There were no questions at this time.
 - (b) Administrative Services Coordinator—Ms. Price reviewed her distributed monthly report. There were no questions at this time.
- XIII. Member Informational Reports and Announcements—
- (a) Mayor Karos announced Shane Farthing, Economic Development Director for the City of Martinsburg, has begun his work for the city.
 - (b) Mr. Dulyea requested two items to be added to the agenda: an updated discussion on Harold Drive, and Small Business Development Center (SBDC) Coach.
- XIV. Adjournment—There being no further business, the meeting was adjourned at 10:36 a.m.

Respectfully submitted,

Anthony Lewis
Secretary

Nanette N. Stevens
President