



## MINUTES

Board of Directors Meeting  
Development Authority Zoom Meeting  
May 13, 2020, at 9:30 a.m.

Helen Harris, President	Steve O'Brien
Abe Ashton, Vice President	Amy Orndorff
Tony Lewis, Secretary	P.J. Orsini
Montie Hicks, Treasurer	Brandon Smith
Bob Butler	Hunter Wilson
Brad Close	
Dan Dulyea	

ABSENT: Amanda Giangola and George Karos.

OTHER ATTENDEES: Ken Barton, Steptoe & Johnson, Legal Counsel; Mike Bush, Real Property Solutions; Sandy Hamilton, Executive Director; Tara Price, Administrative Services Coordinator; and Jennifer Smith, Economic Development Coordinator.

GUESTS: Matthew Umstead, The Herald-Mail.

- I. Call to order—President Harris called the meeting to order at 9:33 a.m.
- II. Determination of Members Present and the Existence of a Quorum—President Harris reported that a quorum was present.
- III. Proof and Filing by Secretary the Notice of Meeting— Secretary Lewis confirmed the meeting agenda was posted to the public on Thursday, May 7, 2020.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting on April 8, 2020. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed our guest from the public attending today's meeting via Zoom.
- VI. Report of the President —President Harris announced a save-the-date for the Executive Committee to meet on May 29, 2020. An agenda and outlook invitation will be prepared and sent to the committee.

VII. Financial/Audit Committee Report—Treasurer Hicks reviewed the March 2020 financials.  
*Mr. Hicks made a motion to approve the March 2020 financials, subject to audit, Dr. Dulyea seconded. The motion was approved.*

VIII. Report of Chairperson of Standing Committees—

- A. Executive Committee— President Harris said the committee met in May to finalize Ms. Hamilton’s evaluation.
- B. Business Development Committee —Mr. Orsini reported the committee met on May 12, 2020, to review RFQ submissions for Harold Drive Extension. He deferred other business to discuss for Executive session.
- C. Marketing Committee – Co-chair Smith reported facilitating SWOT (strengths, weaknesses, opportunities, and threats) marketing analysis with the committee when they met earlier this month to use to create a robust marketing plan. The committee will set a recurring meeting for the first Friday of every month.
- D. Government Affairs and Infrastructure Committee – Mr. Lewis had to leave the meeting briefly and returned later. He reported he will be setting up the next meeting to discuss the next steps on items of priority from the previous meetings.
- E. Property Management Committee –Mr. Wilson reviewed the property management report previously distributed to the board. He also reported continuing to move forward on improvement projects, including new signage for the buildings.  
*Mr. Dulyea inquired if signage ideas could be added to the agenda of the next meeting.*  
Mr. Wilson deferred another item to Executive Session.
- F. Ad Hoc Nominating Committee-Mr. Butler reported that the committee recommended the slate of officers for FY2020-2021 remain the same. The election for the slate of officers, including any nominations from the floor will be voted on at the June Board meeting.

IX. Report of Staff

- a. Executive Director—Ms. Hamilton reviewed her distributed monthly report with the Board. There were no questions, but Mr. Dulyea suggested while the office is working remotely to have a daily zoom meeting.
- b. Economic Development Coordinator—Ms. Smith reviewed her monthly report. There were no questions.
- c. Administrative Services Coordinator—Ms. Price reviewed her distributed monthly report. There were no questions.

X. New Business-There was no new business addressed at the meeting.

XI. Other Business- No other business was addressed at the meeting

XII. Executive Session—President Harris entertained a motion to enter Executive Session to discuss real estate matters.

*Mr. Orsini made a motion to go into Executive Session at 9:59 a.m. Mr. Dulyea seconded it. Action is expected to be taken. The board returned to open session at 10:18 a.m.*

*Mr. Wilson made a motion to approve the lease renewal of Backpack Program in the 300 Foxcroft Avenue building with rent set at \$400 per month. Seconded by Ms. Orndorff. Motion approved.*

*Mr. Orsini made a motion to approve the Letter of Intention (LOI) for sale of property with agreed terms for Project Maple. Mr. Close seconded. Motion approved.*

- XIII. Member Informational Reports and Announcements—Ms. Hamilton shared community events: Main Street Martinsburg holding this Friday a virtual Fridays @ Five on Facebook Live; Rise and Shine with the Martinsburg-Berkeley County Chamber Friday at 8:00 a.m., and to please share with everyone to respond to the 2020 Census if they haven't already done so.
- XIV. Adjournment—There being no further business, the meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Anthony Lewis  
Secretary

Helen Harris  
President