



## MINUTES

Board of Directors Meeting  
**Development Authority Conference Room  
and via Zoom Meeting**  
October 14, 2020, at 9:30 a.m.

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

ABSENT: Carey Gano and George Karos

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

- I. Call to order—President Harris called the meeting to order at 9:31 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, October 8, 2020.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting on September 9, 2020. No corrections to the minutes were requested.
- V. Public Comments— There were no other guests attending today's meeting.
- VI. Report of the President —President Harris recommended an Adhoc By-Laws Committee be formed of three members to review the current By-Laws. Mr. Lewis agreed to chair again this committee with Mr. Wilson and Mr. Smith. Chairman Lewis requested that all members review and send items for discussion to the committee.

- VII. Financial/Audit Committee Report—Chairman Hicks reviewed the August 2020 Financial Statements  
*Mr. Wilson made a motion to approve the August 2020 Financial Statements, subject to audit. Seconded by Mr. Close. Motion approved.*
- VIII. Report of Chairperson of Standing Committees—
- A. Executive Committee—President Harris reported the committee met to discuss new staff needs and review of review staff job descriptions. Ms. Hamilton reported per the committee’s recommendation, she met with Berkeley County Administrator Alan Davis to collaborate on job descriptions and salary ranges for each.
  - B. Business Development Committee—Chairmen Orsini reported on pending Letter of Intent (LOI) and Purchase and Sales Agreements (PSA). The committee met with Thrasher Group on the Foxcroft Avenue property to proceed forward with the proposal approved by the Board.
  - C. Marketing Committee—Chairman Smith reported the committee met to discuss the video marketing project and from the recommendations between of local firms a selection was made and Ms. Price was recommended to proceed forward and report at the next meeting scope of the project and package proposal for the committee review and approve.
  - D. Government Affairs and Infrastructure Committee—Chairman Lewis reported the committee met to discuss broadband needs and bringing a second leg of fiber to the area.
  - E. Property Management Committee—Mr. Wilson reviewed the property management report previously distributed to the board. He highlighted a new tenant in 400 Foxcroft building pending, the HVAC system repair on the first floor in 300 Foxcroft, and signage project. The next committee meeting is scheduled on November 6, 2020 at 2:00 p.m. Another item from the committee was deferred to Executive Session.
- IX. Report of Staff
- a. Executive Director—Ms. Hamilton reviewed her monthly report with the Board. She highlighted on several new projects added and their status as well as inactive ones. She also reported on a quarterly quad-state luncheon of Economic Development Executives. There were no questions.
  - b. Economic Development Coordinator—Ms. Smith reviewed her monthly report. There were no questions.
  - c. Administrative Services Coordinator—Ms. Price reviewed her monthly report. There were no questions.
- X. New Business—There was no new business addressed at the meeting.
- XI. Other Business—There was no new business address at the meeting.

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

*Mr. Close made a motion to go into Executive Session at 10:49 a.m. Action is expected to be taken. Seconded by Mr. Wilson. The Board returned to open session at 10:52 a.m.*

*A motion was made by Mr. Wilson to approve the lease of a single office on the first floor of 300 Foxcroft Avenue to Angela Wethington for \$525 per month, subject to legal review. Seconded by Mr. Close. Mr. Dulyea and Mr. Smith abstained. Motion approved.*

*A recommendation by the Human Resource Committee to increase the salary of Ms. Hamilton to \$110,000. Motion made by Mr. Dulyea to approve the salary increase to \$110,000 per year to Ms. Hamilton, retroactive from July 1, 2020. Seconded by Mr. O'Brien. Motion approved.*

- XIII. Member Informational Reports and Announcements—No announcements from the members of the Board.
- XIV. Adjournment—There being no further business, the meeting was adjourned at 10:56 a.m.

Respectfully submitted,



Anthony Lewis  
Secretary



Helen Harris  
President

