



MINUTES

Board of Directors Meeting
Development Authority Conference Room
via Zoom Meeting
December 9, 2020, at 9:30 a.m.

Helen Harris, President
Abe Ashton, Vice President
Tony Lewis, Secretary
Montie Hicks, Treasurer
Dan Dulyea

Brad Close
Steve O'Brien
Amy Orndorff
P.J. Orsini
Brandon Smith
Hunter Wilson

ABSENT: Carey Gano and George Karos

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

GUESTS: Jim Linsenmeyer, WV Development Office; Dan Neff, US Congressman Alex Mooney's office; and Matthew Umstead, The Herald-Mail

- I. Call to order—President Harris called the meeting to order at 9:32 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 Friday, December 4, 2020.
- IV. Reading and Disposal of Prior Month's Minutes of the Board —The Board reviewed the minutes of the last Board Meeting on November 18, 2020. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed today's guests to the meeting and invited them to introduce themselves. There were no requests to address the Board.
- VI. Report of the President —President Harris reported the Executive/Personnel Committee will meet on December 15, 2020, at 11:00 a.m.

- VII. Review of Strategic Plan—a discussion with the full Board of the Strategic Planning summary sent from the facilitator to prioritize and select two-three items to focus on as a Board and among committees.
- VIII. Financial/Audit Committee Report—Chairman Hicks reported no financial report to be given this month as the October Financial Statements were reviewed and approved by motion at last month’s meeting.
- IX. Report of Chairperson of Standing Committees—
- A. Executive Committee—President Harris provided her updates earlier in the meeting under the President’s report.
 - B. Business Development Committee—Chairman Orsini deferred an item to be deferred to Executive Session.
 - C. Marketing Committee—Chairman Smith reported the committee had not met since last month’s meeting and Ms. Price continued to work on the video marketing project with Social Connection.
 - D. Government Affairs and Infrastructure Committee—Chairman Lewis reported the sub-committee continues to gather data and the need to synergize efforts with state, regional, and local interested entities.
 - E. Property Management Committee—Chairman Wilson reported on the property manager’s report and review of the engineering report on the tenant HVAC issue in 300 Foxcroft building.
- X. Report of By-Laws Ad-Hoc Committee—Chairman Lewis reported he has received some suggested edits for revision to the by-laws and plans to schedule a meeting for the committee to discuss.
- XI. Report of Staff
- a. Executive Director—Ms. Hamilton reviewed her monthly report with the Board. She highlighted the status of currently active projects. 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.
- XII. New Business—There was no new business addressed at the meeting.
- XIII. Other Business—There was no other business addressed at the meeting.
- XIV. Executive Session—President Harris entertained a motion to enter into Executive Session to discuss real estate matters.

Mr. Dulyea made a motion to go into Executive Session at 10:27 a.m. to discuss a real estate matter. Action may be taken. Mr. Orsini seconded the motion. The Board returned to open session at 11:18 a.m. No motions were made.

XV. Member Informational Reports and Announcements—
No Member announcements were made except to wish everyone a Happy Holiday and Merry Christmas!

XVI. Adjournment—There being no further business, the meeting was adjourned at 11:20 a.m.

Respectfully submitted,



Anthony Lewis
Secretary



Helen Harris
President

