

by Mr. Shingleton. Motion approved. There was also discussion regarding the Authority's investments with the WV Investment Board.

VII. Public Comments. Ms. Stevens asked the guests to introduce themselves.

a. Introduction of newly appointed board member, Amanda Giangola.

VIII. Report by Matt Coffey, Small Business Development Center Business Coach. Mr. Coffey reported that for the last quarter he has met with 19 clients in Berkeley County; there are 4 new business starts and 1 business reorganization that resulted in 5 full- and 2-part-time jobs plus 3 jobs retained. In addition, four loans have been approved amounting to \$241,000. He also reported 30+ inquiries for his services. President Stevens requested that Mr. Coffey provide more detailed reports, including the potential number of jobs created and the type of business to be opened.

IX. Report of President. President Stevens requested the formation of a pricing committee. After Board discussion, it was moved by Mr. Shingleton to increase the Business Development Committee to include two additional members, Mr. Ahalt and Mr. Stubblefield, to expand upon pricing of property. Second was made by Mr. Donaldson. Motion approved.

President Stevens also reported that the Executive Committee will meet on August 2, 2017, 8:30 a.m. at the Holiday Inn, Martinsburg. She requested also that the Business Development Committee Chair be prepared to report the results of property pricing at that time.

X. Reports of Chairpersons of Standing Committees.

A. Executive Committee. No Report.

B. Business Development Committee. Mr. Barnes said that there is nothing new to report at this time.

C. Marketing Committee. Ms. Michael reported that the Marketing Committee met directly before the full Board Meeting. The committee is planning a Partnership and Business appreciation event on October 6, 2017, 4 to 7 p.m. at the Purple Iris in Martinsburg. Plans are formulating to hold a ribbon cutting and open house at the appropriate time for Tabler Station Business Park. There will be a small ad placed in an upcoming WV Executive Magazine. The next meeting of the Marketing Committee will be at 8:45 a.m., August 9, 2017.

D. Government Affairs & Infrastructure Committee. President Stevens reported that Mr. Wilson will be in attendance at the next Board Meeting.

E. Human Resources Committee. Mr. Shingleton reported that he has nothing new to report.

XI. Executive Session to Discuss Real Estate Matters. A motion was made to go into Executive Session by Ms. Harris. Seconded by Mr. Ahalt. Motion carried. No decisions were made coming out of Executive Session.

XII. Disposition of Unfinished Business. There was discussion regarding personnel, a tour of existing properties, and the future of the BCDA's office space.

XIII. New Business. No new business was discussed.

XIV. Report of Staff. Ms. Taylor reported on her activities for the month of June including 15 business visits. She also discussed the average wage per hour as reported by 23 area businesses. There was discussion about the difficulty in finding qualified workers. Ms. Hamilton reported on her activities for the month of June including meetings with new prospects and various meetings and events. Ms. Hamilton also reported the opportunity for the BCDA to partner with Shepherd University's Business & Technology program with varying levels of sponsorship. After discussion, the matter was referred to the Marketing Committee. Ms. Hamilton also invited the Board to meet with Site Selector professional Dennis Burnside on Wednesday, July 19, at 11:30 a.m. at the BCDA office. Lunch will be provided. The new marketing video for Berkeley County was presented to the Board.

XV. Other Reports and Announcements. Mr. Cox inquired about the status of the demolition of a house at the Tabler Station Business Park. Ms. Hamilton reported that bids will be solicited for the razing. Mr. Lewis reported on his follow-up on the electrical connections on buildouts.

XVI. Adjournment. There being no further business, the meeting was adjourned at 11:09 a.m.

Respectfully submitted,

Greg Ahalt
Secretary

Nanette Stevens
President