

MINUTES

Board of Directors Meeting

**Development Authority Conference Room**

**and via Zoom Meeting**

June 8, 2022, at 9:30 a.m.

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| Helen Harris, President  Abe Ashton, Vice President | Doug Long  Kevin Knowles-entered at 9:35 a.m. |
| Tony Lewis, Secretary  Montie Hicks, Treasurer  Steve O’Brien  P.J. Orsini-entered at 9:38 a.m. | Amy Orndoff-entered at 9:48 a.m.  Dan Dulyea  Eddie Gochenour |

**ABSENT**: Carey Gano, Brad Close, Brandon Smith, Hunter Wilson.

**OTHER ATTENDEES**: Sandy Hamilton, Executive Director; Jennifer Smith, Associate Executive Director; Steven Cohen, Economic Development Coordinator, Leslie Gantt, Office Administrator.

**GUESTS**: Mike Bush, Property Management, First Management Group; Ken Barton, Legal Counsel, Steptoe & Johnson; Chris Strovel, U.S. Senator Shelley Moore Capito’s office; Jim Linsenmeyer, WV Development Office.

1. Call to Order - President Harris called the meeting to order at 9:31 a.m.
2. Determination of Members Present and Existence of a Quorum - President Harris reported that a quorum was present.
3. Proof and Filing by Secretary of Notice of Meeting – President Harris confirmed the meeting agenda was posted to the public on Thursday, June 2, 2022.
4. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting of May 11, 2022. No corrections to the minutes were requested and the minutes were accepted.
5. Public Comments – President Harris welcomed Eddie Gochenour to the meeting as the new county council liaison. Guests were welcomed to the meeting and invited to introduce themselves.
6. President’s Report – President Harris suggested that a Human Resource Committee be formed. She explained that there was a committee in the past and she feels that it would be beneficial to the Board to have it again, under the new President.
7. Finance/ Audit Committee Report-Chairman Hicks reviewed the financial report through the end of April 2022.

*Mr. Ashton made a motion to accept the Financial Report as presented, subject to audit. Seconded by Mr. Lewis. Motion approved.*

1. Reports of Chairpersons of Standing Committees
2. Executive – President Harris would like to have a meeting to wrap up the fiscal year and asked the committee to put Wednesday, June 29th on their calendar. Something will be sent out with a definite date and time.
3. Business Development- Chairman Orsini had nothing to report.
4. Approval of Project Maple extension- Ms. Hamilton deferred to Executive Session to discuss real estate and legal matters.
5. Marketing – In absence of Chairman Smith, Ms. Smith reported that the Marketing Committee met on Friday, June 3*.* She presented the video created by Neon cloud, which was funded by a Region 9 grant. She explained that clips of the video can be used for social media and that Social Connection Marketing can use photos and clips from the video for use on the website and to create social media content. Moises with Social Connection Marketing attended the committee meeting and has already started working on a new website for BCDA in preparation for his contract start of July 1st.
6. Government Affairs and Infrastructure-Chairman Lewis reported that the committee met on May 18, 2022. They talked about broadband and the MOU with the county. They also talked about the work needed to improve Packhorse Ford Rd.
7. Packhorse Ford Road-Chairman Lewis deferred to Executive Session.
8. Property Management – In the absence of Chairman Wilson, Mr. Bush reviewed the property management report. There were no questions. The ductwork sealing on the first floor of 300 Foxcroft Avenue is to be completed tomorrow. Ms. Hamilton commented that the space where Martinsburg Radiology was located, is now vacant. The committee will be meeting to discuss moving forward with the buildout in that space for BCDA office expansion.
9. Report of Chairperson of Ad-Hoc Strategic Plan Committee – nothing to report.
10. Report of Chairperson of Ad-Hoc Nominating Committee
11. Election of FY 2022-2023 Slate of Officers-President Harris reported that the Slate of Officers was presented at last month’s Board meeting. The nominations are Abe Ashton, President; Amy Orndoff, Vice President; Montie Hicks, Secretary; and Brad Close, Treasurer. President Harris asked if there were any other nominations. None were presented.

*Mr. O’Brien made a motion to close the Slate of Officers. Seconded by Mr. Lewis. Motion approved.*

*Mr. O’Brien made a motion to approve the Slate of Officers as presented. Seconded by Mr. Hicks. Motion approved.*

1. Report of Staff
2. Executive Director –Ms. Hamilton reviewed her monthly report. She is working with several major projects. Project Tricycle, one of the largest, is in the site selection phase. Project Kent and Project Great Dragon are both in the site selection phase and are working well with County Council. Project Maple/Atlas was deferred to Executive Session with action to be taken. She attended the Berkeley County Social Collective event, which is held at the Holiday Inn at 10:00 a.m. on the second Monday of every month. The Berkeley County Social Collective has helped small business growth. Members of the group have grown from 1,000 to over 2,600 within the last month, with a goal to have 10,000 members by the end of the year. There were no questions.
3. Associate Executive Director - Ms. Smith reviewed her monthly report. She reported on various projects, events, and meetings that she has attended and added that she continues to onboard Mr. Cohen. She is assisting with several projects that are in the site selection phase. She attended the Eastern Panhandle Entrepreneurs Forum, which was hosted by BCDA this quarter, featuring Tiffany Hine with Blue Ridge CTC speaking on the importance of having a business plan. She attended the Board of Education Board meeting, where she was presented with the Champion of Education Award. The award was for mentoring for the Leadership Academy. She also attended the Business Education Partnership meeting. Berkeley County Schools are looking for businesses to partner with. There were no questions.
4. Economic Development Coordinator- Mr. Cohen reviewed his monthly report. He reported on events and meetings he has attended, and training. There were no questions.
5. New Business – No new business to report.
6. Other Business – No other business to report.
7. Executive Session – *Mr. Hicks made a motion to enter Executive Session at 10:06 a.m. to confer with council on real estate matters, with action to be taken. Mr. Ashton seconded the motion. Motion approved. The Board returned to open session at 10:23 a.m.*

*Mr. Hicks made a motion to approve the request to extend the feasibility study period for Project Maple until September 5, 2022. Seconded by Mr. Ashton. Motion approved.*

*Mr. Ashton made a motion to approve up to $10,000 (ten thousand dollars) to make improvements on Packhorse Ford Rd. Seconded by Mr. Long. Motion approved.*

1. Member Informational Reports and Announcements –President Harris congratulated Ms. Orndoff on becoming the BCDA Board of Directors Vice President. President Harris also recognized, with certificates of appreciation, outgoing board members Tony Lewis and Steve O’Brien. Mr. Lewis thanked the Board and expressed his gratitude for being on the Board for the past twelve years. Executive Director Hamilton recognized outgoing President Harris with a certificate of appreciation. Mr. Dulyea said the Wine Festival that was held on May 28th, was a success. He hasn’t seen the exact numbers, but there were as many people in attendance on the one day it was held in comparison to the two days in the past. Mr. Gochenour commented that he is glad to be a part of the Board.
2. Adjournment - There being no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Montie Hicks Abraham Ashton

Secretary President