

Mr. Seibert. Motion approved.

VII. Public Comments. There were no public comments.

VIII. Report of President. President Stevens reported that she, Ms. Hamilton and Ms. Taylor attended a reception for Mr. John Reisenweber at the Bavarian Inn on the prior evening. Mr. Reisenweber is the outgoing Executive Director of the Jefferson County Chamber of Commerce. President Stevens also named the Nominating Committee Members and Chair Mr. Lewis, Mr. Wilson and Vice-President Harris, respectively. They will prepare a slate of officers. Election of officers will be held on December 13, 2017. President Stevens also reported on the upcoming State Auditor's Training on October 19, 2017 at the Holiday Inn, recommending it as a worthwhile event to attend.

IX. Reports of Chairpersons of Standing Committees.

A. Executive Committee. The committee will meet on Wednesday, November 1, 2017.

B. Business Development Committee. Mr. Barnes reported on the outcome of the Contractor Bid for Tabler Station Business Park. Opening of the bids was held on October 3, 2017 at the BCDA office. Gantt's Excavating had the lowest bid, according to Mr. Karl Schaeffer of Pennoni & Associates, who recommended that the Authority accept the bid from Gantt's. After discussion, Mr. Barnes moved that the Authority award the contract to Gantt's. The motion was seconded by Mr. Seibert. Motion approved.

C. Marketing Committee. Ms. Michael reported that the Marketing Committee met preceding the full Board Meeting. She reported that the date for the business appreciation event has been changed. The new date is Tuesday, November 14, 2017 from 4:00 to 6:00 p.m. at the Purple Iris in Martinsburg. "Save the Dates" and outlook invitations will be sent via email in the next few days.

D. Government Affairs & Infrastructure Committee. Mr. Wilson reported that the Infrastructure Providers Meeting, held on September 20, 2017 at the Holiday Inn was a success. He thanked Ms. Hamilton for the hard work she put into organizing the event and recommends bringing in individuals involved in infrastructure to meetings in the future. A similar event is suggested for next year.

E. Human Resources Committee. Mr. Shingleton reported on the progress of

filling the vacant office assistant position. The job description has been developed and will be advertised soon. Mr. Shingleton also mentioned that he will meet with Ms. Hamilton for a review of her job performance.

- XI. Executive Session to Discuss Real Estate Matters. A motion was made to go into Executive Session by Mr. Wilson at 10:30 a.m., seconded by Ms. Harris. Motion carried. No action was taken during Executive Session, which ended at 10:38 a.m.
- XII. Disposition of Unfinished Business. There was no unfinished business.
- XIII. New Business. No new business was discussed.
- XIV. Report of Staff. Ms. Hamilton reported that the BCDA will be receiving an award from the WV Secretary of State of November 9, 2017 at 10:30 during the Berkeley County Council Meeting in the Dunn Building. There will also be a ribbon cutting of the regional office of the WWSOS at 2 pm at the Train Station on the same day. Since the last Board meeting, 10 new projects have been gained; one project was lost, due to cost. Ms. Hamilton also attended P & G's ribbon cutting at the Pines External Lab in Berkeley Springs, met with Secretary Thrasher at P & G in Martinsburg, and with Chris Thiel of the water department. She attended the WV Economic Development Conference in Glade Springs in September as well. She will be meeting with Becky Mathis Stump to discuss the Strategic Plan progression on November 10. There was also discussion regarding a software named FiberLocator.
Ms. Taylor reported on her activities and discussed the Eastern Panhandle Entrepreneur's Forum scheduled Thursday, November 2nd at the Purple Iris at 5:30 p.m. The speaker for the event will be Darrell Shull and his staff with the West Virginia Secretary of State's regional office.
- XV. New Business. Mr. Welton requested that a Finance Committee meeting be held on October 31 at 3 pm at the BCDA.
Mr. Stubblefield reported on the Blue Ridge CTC's Board of Governor's meeting held October 4, 2017. Dr. Checkovich and Dr. Shipway will be invited to make a presentation to the BCDA Board on December 13, 2017. Mr. Orsini reminded the Board of the Main Street Martinsburg Mixer at the Eastern West Virginia Regional Airport's Crosswinds Café October 11th at 5:00 p.m. Ms. Michael reported an Agribusiness Conference will be held on November 3, 2017 at Blue Ridge CTC.
- XVI. Adjournment. There being no further business, the meeting was adjourned at 10:58 a.m.

Respectfully submitted,

Greg Ahalt
Secretary

Nanette Stevens,
President