



Board of Directors Monthly Meeting
Development Authority Conference Room
300 Foxcroft Avenue, Suite 201, Martinsburg, WV 25401
Or Join Zoom Meeting: <https://us02web.zoom.us/j/86962321313>
One tap mobile - Phone: 301-715-8592 Meeting ID: 869 6232 1313

AGENDA

Wednesday, January 10, 2024 | 9:30 a.m.

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Proof and Filing by Secretary of Notice of Meeting
- IV. Reading and Disposal of Prior Month Meeting Minutes
- V. Public Comments
- VI. President's Report
- VII. Finance/ Audit Committee Report
- VIII. Reports of Chairpersons of Standing Committees
 - A. Executive
 - B. Business Development
 - C. Marketing
 - D. Government Affairs and Infrastructure
- IX. Property Management
 - A. Approval of bid for Office of Emergency Management Space Alterations
- X. Report of Staff
 - A. Executive Director
 - B. Associate Executive Director
 - C. Economic Development Coordinator
- XI. New Business
 - A. Approval of Safety Policy
- XII. Other Business
- XIII. Executive Session
 - A. Discuss Personnel matters (if necessary)
 - B. Discuss pending legal matters with Counsel (if necessary)
 - C. Discuss real estate matters involving competitive bids, property transactions (if necessary)
- XIV. Member Informational Reports and Announcements
- XV. Adjournment

The BCDA reserves the right to change the order of the agenda and to go into Executive Session to discuss subjects as appropriate pursuant to WV Code 6-9A-4.

[Posted to the public on Wednesday, January 3, 2024](#)

The mission of the Berkeley County Development Authority is to promote sustainable industrial and economic development and increased employment and tax base through the cooperative sharing of resources within the community.