

- B. Financials—Mr. Welton reported that the September Financials were emailed to the Board. The October Financials will be emailed to the Board as soon as they are received. *Motion made by Mr. Wilson to approve the July Financials, subject to audit; seconded by Mr. Cox. Motion approved.*
- C. Property Management of Foxcroft Avenue Properties. Ms. Harris introduced Mike Bush, of 1st Management Group.
Mr. Bush distributed a Profit & Loss Statement and a Management Update Report.

VII. Public Comments. There were no additional guests attending today's Board Meeting.

VIII. Report of the President—

- A. Nomination of next year's Slate of Officers.
Vice President Harris reminded the Board that a Nominating Ad Hoc Committee will need to meet in November for the nomination of next year's slate of officers to be presented to the Board at December's meeting.

IX. Report of Chairperson of Standing Committees—

- A. Executive Committee – Vice President Harris reported the Executive Committee Meeting met to discuss the following:
 - 1. Foxcroft Avenue Properties—reported during the Finance/Audit Committee report
 - 2. Station Square—work projects finishing up
 - 3. Property Management Ad Hoc Committee—
Ms. Michaels made a motion to form a Property Management Ad Hoc Committee made up of Ms. Stevens, Mr. Welton, Mr. Wilson, Mr. Bush, and Ms. Hamilton. Seconded by Mr. Cox. Motion carried.
 - 4. Nominating Ad Hoc Committee—
A recommendation for a Nomination Ad Hoc Committee to be formed with Ms. Michaels, and Mayor Karos. A motion was made by Mr. Wilson to add Mr. Dulyea to the committee; seconded by Mr. Orsini. Motion carried.
- B. Business Development Committee –Mr. Orsini reported the committee met last month and will defer to Executive Session.
- C. Marketing Committee – Ms. Hamilton reported the committee met last month and discussed the following:
 - 1) Fall Reception— took place on October 24, 2018. Attendance again was low and the Marketing Committee will meet to discuss alternatives.
 - 2) New Signage for Properties— is being installed and images were presented to the Board
 - 3) Newsletter/Website—launched and presented to the Board; along with a new feature on the website of the new Authority Board Calendar on the About Us page and a Community Calendar at the link:
<http://www.developmentauthority.com/berkcowv/>
The next Marketing Committee will be held on September 27, 2018.
- D. Government Affairs & Infrastructure Committee – Mr. Wilson reported status of the Fire Fee increase. Ms. Hamilton reported that this year's Partner Breakfast will be held at the Holiday Inn on November 28, 2018.
- E. Human Resources Committee – Ms. Michaels deferred to Executive Session.

- F. By-Laws Ad Hoc Committee – Mr. Lewis reported that the committee will meet later this month.

Executive Session —Vice President Harris entertained a motion to go into Executive Session. *Mr. Seibert made a motion to go into Executive Session; seconded by Mr. Wilson. All Staff, except Ms. Hamilton, were excused at this time. The Board entered Executive Session at 10:09 a.m. and adjourned at 11:05 a.m. Staff returned to the meeting.*

Motions made in open session:

1. Motion made by Mr. Wilson for the First Right of Refusal with P&G, as presented in Executive Session; seconded by Ms. Michaels. Mr. Barnes opposed. Motion carried.
2. Motion made by Mr. Welton on the Resolution of the Loan for the Foxcroft Avenue Properties with CNB. Mr. Wilson seconded. Motion carried.
3. Mr. Orsini made a motion to accept the RFP bid from United Bank for the Mountain State Acquisition property. Seconded by Mr. Dulyea. Ms. Giangola abstained. Motion carried.

XI. Unfinished Business. Ms. Harris will meet with Funding Ad Hoc Committee that includes Ms. Giangola and Mr. Barnes.

XII. New Business. No new business reported at the time of this meeting.

XIII. Report of Staff

- (a) Executive Director—Ms. Hamilton reviewed her distributed monthly report. There were no questions at this time.
- (b) Business Programs Manager—Ms. Taylor reviewed her distributed monthly report. There were no questions at this time.
- (c) Administrative Services Coordinator—Ms. Price reviewed her distributed monthly report. There were no questions at this time.

XIV. Member Informational Reports and Announcements—There were no informational reports from members at this time.

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

Respectfully submitted,

Anthony Lewis
Secretary

Helen Harris
Vice - President