



MINUTES

Board of Directors Meeting
 Development Authority Conference Room and Via Zoom
 March 11, 2026, at 9:30 a.m.

Brad Close, President	Eddie Gochenour	Hoy Shingleton
Margie Bartles, Vice President	PJ Orsini	Brandon Smith
Abe Ashton, Treasurer	John Reisenweber	Patrick Winkelman
Mary Sue Catlett, Secretary		

ABSENT: Jason Barrett, Kevin Knowles, Doug Long, Amy Orndoff, Donna Van Metre

OTHER ATTENDEES: Jennifer Smith, Executive Director; Leslie Gantt, Economic Development Coordinator; Candace Dalton Pevarnik, Office Administrator

GUESTS: Kenneth Barton, Legal Counsel, Steptoe & Johnson; Joe Sturm, First Management Group; Keith McIntosh, WV Economic Development; Chris Strovel: Senator Capito’s Office; Stacie Rohn, Boys & Girls Club of the Eastern Panhandle

- I. Call to Order –President Close called the meeting to order at 9:30 a.m.
- II. Determination of Members Present and Existence of a Quorum –President Close reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting – The meeting agenda was posted to the public on Friday, March 6, 2026.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on February 11, 2026, and Special Board Meeting on February 23, 2026. The minutes were approved.
- V. Public Comments – President Close had the guest introduce themselves.
- VI. President’s Report – President Close had no report just a few opening comments.
- VII. Finance/ Audit Committee Report – Chairman Ashton gave his report. He said they had begun working on the new budget for FY 2027. Financials were provided to the board in their packets.

Mr. Smith made a motion to accept the Financial Reports as presented, subject to audit. Seconded by Mr. Shingleton. Motion approved.
- VIII. Reports of Chairpersons of Standing Committees
 - A. Executive – Did not meet. There were no questions.
 - B. Business Development –Chairman Orsini said the committee met. He had nothing for open session. There were no questions.
 - C. Government Affairs and Infrastructure – Chairman Reisenweber said the committee met and he gave a brief report on the meeting. There were no questions.

- IX. Property Management –Chairwoman Bartles said that Property Management Report was in the packet. Ms. Bartles gave a summary of property improvements that may need completed in the future. There were no questions.
- X. Report of Staff
 - A. Executive Director – Ms. Smith presented her report. There were no questions.
 - B. Economic Development Coordinator – Ms. Gantt presented her report. There were no questions.
- XI. New Business
 - A. Boys & Girls Club Presentation – Ms. Rohn, Chief Executive Officer
Boys & Girls Club of the Eastern Panhandle gave a presentation on their current capital campaign.
- XII. Other Business – There was none.
- XIII. Executive Session
 - Mr. Ashton made the motion to enter Executive Session at 10:14 a.m. to confer with counsel on pending legal matters and real estate matters. Seconded by Mr. Gochenour. Motion approved. The board returned to open session at 10:56 a.m.*
 - No action was taken.*
- XIV. Member Informational Reports and Announcements
- XV. Adjournment - There being no further business, the meeting was adjourned at 10:58 a.m.

Respectfully submitted,

Mary Sue Catlett
Secretary

Brad Close
President