



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Regular Meeting Minutes of February 18, 2016
Minutes Order # 2016-(02)-(18)

OPEN MEETING

An Open Meeting was held concerning the following subjects:

1. CALL TO ORDER

Chairman Diaz called the Regular Board Meeting of the Copperas Cove Economic Development Corporation to order at 12:00 p.m.

2. INVOCATION

Director Annabelle Smith led the invocation.

3. PLEDGE OF ALLEGIANCE

Chairman Diaz led the Pledge of Allegiance to the American Flag and the Texas State Flag.

4. ROLL CALL

Members Present: *Bradi Diaz* *Annabelle Smith*
 Jack Smith *Marc Payne*

Members Excused: *Jerry Smith*

Staff Attorney: *Robert Gradel, CCEDC Attorney*

Staff Present: *Monica MacKay* *Cindi Novak*
 Diane Drussell

City Council Present: *David Morris*

City Manager Present: *Andrea Gardner*

5. **CITIZENS FORUM**

No citizens spoke at this meeting.

6. **ANNOUNCEMENTS:**

Important Dates:

- Saturday, February 20:** *Fishin' in the Park – 9:00am-11:00am – 1206 Ave. B*
- Monday, February 22:** *Evening Workshop – 5:45-8:00pm – Entrepreneur Center*
Planning and Zoning Meeting – 6:00-8:00pm – CCEDC Board Room
- Tuesday, February 23:** *Morning Workshop – Proven Road Map for Business – 10:00-11:30am – E.C.*
- February 24-26:** *Monica M. / Diane D – TEDC Conference - Bastrop*
- Thursday, February 25:** *Chamber Mixer – 6:30-7:30pm – Integrity Rehab*
- Tuesday, March 01:** *SBDC Counselor – One on One Meetings – 9:30am-1:00pm – Entrepreneur Center*
City Council Meeting – 6pm-8pm – CCEDC Board Room
- Tuesday, March 08:** *Business Start Up with Diane – 9: am – 4:00pm – Entrepreneur Center*
- Thursday, March 10:** *Board of Adjustments Meeting – 6:00-8:00pm – CCEDC Board Room*
- March 12-17:** *Monica M. - vacation*
- Tuesday, March 15:** *SBDC Counselor – Business Workshop – 9:30am-1:00pm – Entrepreneur Center*
City Council Meeting – 6:00-8:00pm – CCEDC Board Room
- Wednesday, March 16:** *Chamber Board Meeting – 11:30am-1:00pm – CCEDC Board Room*
- Thursday, March 17:** *Regular CCEDC Board Meeting – 12:00-1:00 – CCEDC Board Room*
Military Affairs Dinner – 6:00-8:00pm – Civic Center
- Wednesday, March 23:** *Meet the City – 3:00-4:00pm*
Evening Workshop – 5:45-8:00pm – CCEDC Board Room
- Thursday, March 24:** *TENTATIVE NEW DATE for Regular Board Meeting – 12:00-1:00pm – CCEDC Board Room*
Chamber Mixer – 5:30-7:00pm

7. **PRESENTATIONS**

Interim Executive Director Monica MacKay briefed the Board on the CCEDC's current Marketing Strategy, traditional Economic Development projects, recruiting new businesses, "Why Copperas Cove" and Explore Cove.

8. **CONSENT AGENDA**

- a. Discussion and consideration of action regarding minutes for the Regular Board Meeting held on January 21, 2016.**

Secretary Smith made a motion to approve Consent Agenda item a as read and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

- b. Discussion and consideration of action regarding an invoice from the Philadelphia Insurance Companies for \$6,223.00.**

Secretary Smith made a motion to approve Consent Agenda item b as read and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

9. FINANCIALS

- a. Review and consideration of action regarding the Financial Report for the month of January 2016.
1. Profit and Loss – Budget vs. Annual
 2. Balance Sheet
 3. Investment Report

Director Payne made a motion to approve item a of the Financials and Director Annabelle Smith seconded the motion and with a unanimous vote the motion carried.

- b. Review the Comparative Sales Tax Report for January 2016.

Information Only.

10. OLD BUSINESS

- a. Discussion and consideration of action to approve payment of an invoice from Walker Partners in the amount of \$6,315.00.

Director Annabelle Smith made a motion to approve payment to Walker Partners in the amount of \$6,315.00 and Director Payne seconded the motion and with a unanimous vote, the motion carried.

- b. Review of CCEDC Bylaws – Discussion, review and consideration of possible changes to the CCEDC Bylaws.

Director Payne made a motion to approve the CCEDC Bylaws as presented, including a recommended term of 3 years and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

- c. Discussion and consideration of approving a contract with an executive recruiting firm to conduct a search for the Executive Director position.

Director Payne made a motion to approve a contract with Johnson & Associates and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

11. NEW BUSINESS

- a. Discussion and consideration of action regarding an invoice from the Copperas Cove Chamber of Commerce in the amount of \$2,500.00.

Director Annabelle Smith made a motion to approve payment to Copperas Cove Chamber of Commerce in the amount of \$2,500.00 and Secretary Smith seconded the motion and with a unanimous vote, the motion carried.

- b. Discussion and consideration of action regarding the City's request that CCEDC provide matching funds for the downtown sidewalk project, Phase III and also to authorize the Chairman of the Board to sign the letter of support.**

Director Annabelle Smith made a motion to approve the City's request to match funds and authorize the Chairman to sign the letter of support and Director Payne seconded the motion and Secretary Smith abstained and with a unanimous vote, the motion carried.

- c. Discussion and consideration of action regarding moving the March 2016 Regular Meeting of the Copperas Cove EDC Board of Directors.**

Director Annabelle Smith made a motion to move the March 2016 Regular Meeting to March 24 and Secretary Smith seconded the motion and with a unanimous vote, the motion carried.

- d. Discussion and consideration of action to hire a facilitator/consultant to conduct strategic planning for the Copperas Cove EDC.**

Director Payne made a motion to postpone this item until the meeting directly following the hire of a permanent Executive Director and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

12. EXECUTIVE SESSION

The Executive Session convened at 1:24pm.

Pursuant to §551.087 of the Open Meeting Act *Tex. Gov't. Code*, the Board of Directors will meet in Executive Session for deliberation regarding Economic Development negotiations with discussion regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

- a. Discussion and consideration of prospect negotiations.**

No action taken during this session.

The Open Session reconvened at 1:45

13. REPORTS AND ANNOUNCEMENTS FROM BOARD OF DIRECTORS

None

14. STAFF REPORTS

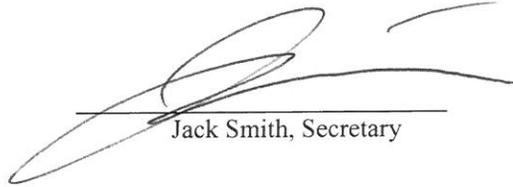
a. Staff Report – None.

b. Activity Log- Monica MacKay – Information only.

c. Activity Log- Diane Drussell- Information only.

15. ADJOURNED

There being no further business, Chairman Diaz adjourned the Regular Meeting of the Board of Directors at 1:48 p.m.



Jack Smith, Secretary

ATTEST:

Cindi Novak
Cindi Novak, Office Administrator