

**MINUTES**

**8:00 AM • Wednesday, January 25, 2017**

**Harold W. McKinney Conference Center • Constitution Square Historic Site**

- 1. Welcome, Quorum Determination, Agenda Review:** Vice Chairman Ben Nelson opened the meeting at 8:00 am. A quorum of the board was determined to be present. The agenda was reviewed, and no additions or changes were made. The following were in attendance:
  - A. Board: Nelson, Lassiter, Davenport, Knetsche, McKinney, Miles, Morgan, Perros, Poland, Sleet, Greg Caudill (alternate for BCIF)
  - B. Advisory Partners: Pat Boatwright, BLT; Mary Beth Touchstone, CAC
  - C. Staff: Kirchner, D. Wade, Goode, Fowler, N. Wade
  - D. Guests: Ron Scott, City Manager; Rick Serres, Danville City Commission; Niki Kinkade, GABBF; Steve Miller, Congressman Brett Guthrie; Eddie Tammé, PVA; Tom Martin, ECU; Kyle Talente, RKG; Steve Bottas, citizen; Kerry Steinhofner, *Advocate-Messenger*
  
- 2. Minutes & Financial Reports**
  - A. Previous Meeting Minutes: December 21, 2016 – approved on motion by Poland and seconded by Miles.
  - B. Financial Reports: December 31, 2016 – approved on motion by McKinney and seconded by Davenport.
  
- 3. Organizational Action/Information**
  - A. Planning & Community Engagement
    - i. *Economic Development Strategic Plan (EDSP)*:
      - a. *RKG Visit: Meetings with Partner Boards and focus groups.* Kyle Talente presented the latest information on the strategic plan. Once the business survey is completed, he plans to have a draft by April 1 and final by mid-May. Mayor Perros made a motion to move forward with the survey. Judge McKinney seconded the motion and it unanimously carried.
      - b. *Business Survey: Status of joint Partner survey.* Vice Chairman Nelson reported the survey was delayed due to the holidays.
    - ii. *Community Conversation: Plans for Q1 2017 event.* Topics and questions were discussed to include as part of the event.

Vice Chairman Nelson brought everyone's attention to the 2016 Year End Highlights and 2017 Outlook report. He pointed out some of the great things EDP accomplished in 2016 and goals for 2017. The report will be presented to Perryville and BCFC.
  - B. Board Governance:
    - i. *Officer Election*: Per bylaws, existing officers may succeed to first 2-year term (limited to 2 consecutive terms or 4 years maximum)—Chairman, Ben Nelson; Vice Chairman, Terry Gilbert; Secretary/Treasurer, Tom Poland. Judge McKinney made a motion to approve the slate of officers as presented. Miles seconded the motion and it unanimously carried.
    - ii. *New Partner Director*: Valery McMann, Heart of Danville. Mrs. McMann was not able to attend.

- iii. *FY 2017-18 Budget Preparation:* City of Danville funding request due March 3. Chairman Nelson explained that a first draft of the budget has been prepared. However, the final budget will not be completed in time for the City of Danville's deadline of March 3 and Boyle County Fiscal Court's deadline of March 15. He suggested submitting a continuation budget to both agencies; however, this would require the city and county allowing EDP to submit their final budget request outside of the normal budget cycle. Judge McKinney said the county's budget can be amended up to the end of June. Scott said the final budget request would need to be submitted to the city prior to the second meeting in May. Mr. Talente cautioned that the current budget is not adequate to cover goals in the strategic plan, nor is the draft budget. If funding is not increased, EDP will be required to choose the projects they want to accomplish and understand the ramifications of those decisions. The board agreed to submit a continuation budget to the city and county that will be amended later.
- C. Staff: *EDP Project Manager*—Status of posting/selection process. Chairman Nelson explained that hiring a Project Manager has been delayed due to EDP not meeting their financial target. After much discussion, Chairman Nelson said the job description has been tweaked and the position downgraded several times but he will review the job description again and determine what the position should be and the appropriate salary.
4. **EDP Reports:** President/CEO; Chief Communications Officer. Written reports are attached to these minutes and incorporated by reference.
5. **Partner Reports:** Local Governments; Economic Development Organizations. Written reports are attached to these minutes and incorporated by reference.
6. **Advisory Partner Reports:** Community Sectors; Chairman's Circle Platinum Partners. Written reports are attached and incorporated by reference.
7. **Next Meeting:** 8:00 AM, February 15, 2017, McKinney Conference Center
8. **Adjournment:** Knetsche made a motion to adjourn the meeting at 9:35 am. Morgan seconded the motion and it unanimously carried.