

MINUTES

8:00 AM • Wednesday, February 15, 2017

Harold W. McKinney Conference Center • Constitution Square Historic Site

1. **Welcome, Quorum Determination, Agenda Review:** Chairman Ben Nelson called the meeting to order at 8:01 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, Albright, Davenport, Gilbert, Knetsche, McKinney, McMann, Miles, Brittney Adams (alternate for Mark Morgan), Perros, Sleet.
 - B. Advisory Partners: Pat Boatwright, BLT; Mary Beth Touchstone, CAC.
 - C. Staff: Kirchner, D. Wade, Peyton, Fowler.
 - D. Guests: Ron Scott, City Manager; Niki Kinkade, GABBF; Tom Martin, ECU; Mary Conley, Boyle County Treasurer; Doris Purdom, FCC; Ben Kleppinger, Advocate-Messenger.

2. **Minutes & Financial Reports:**
 - A. Previous Meeting Minutes: The January 25, 2016 minutes were approved on motion by Miles and seconded by Perros. The motion unanimously carried.
 - B. Financial Reports: The January 31, 2017 financial reports were approved on motion by McKinney and seconded by Perros. The motion unanimously carried.

3. **Organizational Action/Information**
 - A. Planning & Community Engagement
 - i. Economic Development Strategic Plan (EDSP):
 - a. RKG Draft Economic Development Goals: Review, discuss.

Chairman Nelson reported that the goals have been sent to the working group for review. All edits and comments are due by February 20th.
 - b. Business Survey: Status of joint Partner survey, discuss.

Lassiter said the survey is ready to carry forward. All partners were asked to get the survey out into the community to increase participation.
 - ii. Metrics
 - a. 2016 Project Activity: Status, discuss. (See preliminary report.)

Lassiter said this report is a working document and only given to the Board members. Chairman Nelson explained that the Board needs to identify if EDP assisted in any capacity in bringing the listed businesses to Danville.
 - b. 2017 Project Development Funnel: Review launch as of 1-1-17, quarterly data collection; discuss. (See reporting template.)

Lassiter reported that information will be reported quarterly and will include inquiries and status of project. It will also serve as a visual for the community. The first report will be completed in April.

 - B. Governance & Administration:

- i. Board Attendance Policy: Review EDP Bylaws, Article III, Section 3.
Chairman Nelson discussed the attendance policy and said it will be enforced. An absence will be counted if both the member and the alternate are absent.
 - ii. FY 2017-18 Budget Preparation: Status, review “short form” continuation budget draft.
Lassiter presented two versions of the 2017-18 budget. The operational budget is the same format as previous years and a short form budget which condenses the information down to one page versus three pages.
 - iii. EDP Project Manager—Review updated job description, discuss status.
Lassiter reported that the job description has been revised to best reflect what is needed for a Project Manager.
- C. Partner Initiatives: Place Branding—Update by CVB on ChandlerThinks creative development phase.
Kirchner reported that the logo and colors are being finalized and should wrap up in March. ChandlerThinks will share the final product in April.
- 4. **EDP Reports:** President/CEO; Chief Communications Officer *(written reports provided in board packet)*
Written reports are attached to these minutes and incorporated by reference.
 - 5. **Partner Reports:** Local Governments; Economic Development Organizations *(written reports in packet)*
 - Boyle County:** Judge McKinney addressed the Board concerning the maintenance of Constitution Square Historic Site. The county will soon begin a fundraiser for the park’s designated endowment fund that will be used for future maintenance of the park. McKinney said the goal for the fund is \$1 million.
 - Danville:** Mayor Perros reported that during a retreat the City of Danville identified over \$50 million in future projects.
 - Heart of Danville:** Written report is attached to these minutes and incorporated by reference.
 - Chamber of Commerce:** Written report is attached to these minutes and incorporated by reference.
 - 6. **Advisory Partner Reports:** Community Sectors; Chairman’s Circle Platinum Partners *(as time allows)*
Written reports are attached to these minutes and incorporated by reference.
 - 7. **Next Meeting:** 8:00 AM, March 15, 2017, McKinney Conference Center
 - 8. **Adjournment:** The meeting adjourned at 9:29 am.