

MINUTES
Organizational Meeting
February 27, 2014

PRESENT: Kevin Boggess, Wayne Bowers, Michael Burnette, Richard Caywood (alternate), Kathleen Guzi, Richard Huff, Christopher Lawrence, Dan O'Donnell (alternate), Brian Townsend, Gary Woodson (11)

GOVERNMENTS: 6

Legal Counsel: Laura Carini

Guests: Jill Loope

Staff: Doughty, Hull, Link

The organizational meeting of the Western Virginia Regional Industrial Facility Authority was called to order and it was noted that a quorum consisting of a majority of member governments was present.

BYLAWS: Doughty reported that the bylaws were prepared by the City of Roanoke's legal staff, circulated to all participating jurisdictions for review, revisions have been recorded. After some discussion regarding the established date, it was agreed that the authority would amend bylaws to reflect an effective date of February 4, 2014. Carini will amend the bylaws as noted. A motion to adopt the amended bylaws by Lawrence was seconded by O'Donnell and passed unanimously.

ELECTIONS: Doughty noted that the Bylaws require that a chair, vice chair, secretary and treasurer be elected. A nomination by Huff to elect Clay Goodman chair was seconded by Guzi and passed unanimously.

A nomination by Guzi to elect Huff as vice chair was seconded by O'Donnell and passed unanimously.

A nomination by Huff to elect Guzi as treasurer/secretary was seconded by Lawrence and approved unanimously.

BANKING: After a brief discussion a motion by Guzi to authorize Roanoke Regional Partnership staff to open any necessary accounts and authorize Doughty to sign all checks less than \$5,000 was seconded by Townsend. Checks over \$5,000 will require a second signature from an officer of the authority.

STAFFING: A motion by Townsend for Roanoke Regional Partnership staff members Doughty, Hull, and Link to provide administrative and organizational support was seconded by Lawrence and was approved unanimously. Doughty will function as executive director. Guzi commented that she appreciates Roanoke Regional Partnership's support with the authority.

LEGAL: Doughty reported that the City of Roanoke has offered to serve as legal counsel for the authority. A motion by Guzi to accept City of Roanoke's legal representation was seconded by Bowers and passed unanimously.

MEETING SCHEDULE: A schedule of meeting dates for 2014 was presented to members. The meetings will be held on the third Thursday of every other month (February-December) at the Partnership's offices unless otherwise noted. A motion by Guzi to accept the meeting schedule was seconded by Townsend and approved unanimously. The 2014 meeting schedule has been forwarded to the clerks of each locality in accordance with the requirement to notify clerks for public posting at least three (3) days prior to each meeting.

STATUS OF AGREEMENT AND RFP: Doughty reported that she has not yet received the contract from DHCD, but expects it soon. A request for proposal drafted by Hull and reviewed by Loope and Bowers was presented. A motion by O'Donnell to approve the RFP and ad placement was seconded by Guzi and approved unanimously. The RFP will be advertising in the Roanoke Times on March 2 and 9th.

OTHER BUSINESS: O'Donnell asked for clarification with regards to alternates' attendance at the meetings. It was agreed that alternates are only required when the primary representative is unable to attend the meeting and are requested by the primary to attend.

Bowers suggested that the Authority consider adding the authority's work to the Comprehensive Economic Development Strategy (CEDS) prior to the April 7, 2014 deadline for additions. Doughty asked Hull to complete and submit the application.

There being no other business, the meeting adjourned. The next meeting of the Board of Directors is scheduled for Thursday, April 17, 2014 in the Partnership's office.


Secretary


Attest