

Van Alstyne Community Development Corporation

Minutes

Regular Board Meeting

228 East Marshall

Thursday, November 10, 2011, 6:30 P.M.

1. **Call to order-Recognition of Guests:** The meeting was called to order by Dr. Westmoreland @ 6:35 p.m.
 - Present: Billy Plake, Judy Womack, Kanita Larkins, Amelia Giles, Paul Westmoreland and Nancy Webb, Betty Samuels
 - Absent: Jon Bormann
 - Guests: None

2. **Minutes from previous meeting:** Minutes from October 13, 2011 were reviewed by members. Nancy Webb made a motion to accept the Minutes, Amelia Giles 2nd the Motion. Motion carried.

3. **Treasurer's Report:** Treasurer's Report was presented to the Board by Betty Samuels. Amelia Giles made a motion to accept the Treasurer's Report, and Judy Womack 2nd the Motion. Motion carried.

4. **Work on the 3 Year Strategic Plan:** The Three Year Strategic Plan was reviewed and discussed. As this Board wants to present a completed Plan to the City Council by the end of 2011, Amelia Giles requested that the Board have a deadline in which all matters

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will be discussed and modifications are made by the Board before presenting the Plan to the City Council. Every board member should review the Strategic Plan and return to the next scheduled board meeting ready with their comments to finalize the plan.

Items discussed at this board meeting regarding the Strategic Plan are as follows:

- Creating three committees for recruiting, marketing and surveying and designate leaders for each of the committees;
- The Community Development Corporation having its own website. Amelia will obtain three (3) bids from different website designers and present it to the Board at the next meeting. Other questions and concerns discussed were about the website domain ; and
- A Community-wide Calendar should be put in place to keep up with all the community events for everyone, i.e. the City, Chamber, CDC, EDC, Churches, Schools and other organization located and operated in Van Alstyne.

5. Grants and Resolution to Receive a Grant: Betty Samuels informed the Board that USDA has requested that CDC submit a grant application for revolving loans. A resolution is required prior to submitting a grant application. Betty Samuels presented a Resolution to the Board for its consideration. Billy Plake made a Motion to accept the Resolution as presented and Amelia Giles 2nd the Motion. Motion carried.

6. Public Surveys – How to achieve a good one: Betty Samuels will provide the Board with a copy of a survey taken by EDC. It was distributed at churches and the Senior Center. EDC received a poor response. Board discussed possibly doing a bulk mailing or posting it on Facebook. Betty Samuels will meet with an attorney to check into the legality of setting up a Facebook page for CDC. Board members are to return to next board meeting with ideas for the survey.

- 7. Vendors in the City Limits and what the regulations are in the City:** There have been some questions by some, including Board members, regarding the actions of some vendors in town. Betty Samuels informed the Board that an ordinance was passed that a vendor cannot set up unless it is a special occasion or event. Additionally, a vendor must have a permit. The applications for permits are located at the City office.

- 8. Administrative Assistant – Position:** Recently, Vicky Garrison, the executive assistant for EDC/CDC, resigned. Additionally, the secretary for the Chamber of Commerce, Emily Freeman, had a baby and resigned her position. EDC/CDC and Chamber of Commerce have met to discuss the possibility of hiring one person to fill these two empty positions. This will be a part-time position with 35 hours a week, possibly becoming a 40-hour week. Up to thirty (30) hours a week will be designated for CDC/EDC and five (5) hours a week for the Chamber. The Chamber will be responsible for paying the time the administrative assistant spends on Chamber matters. This job will be posted on the websites of the Chamber of Commerce and EDC. It will also be placed in the Van Alstyne Leader. Paul Westmoreland made the Motion to proceed with hiring one administrative assistant for EDC, CDC and the Chamber and Amelia Giles 2nd the Motion. Motion carried.

- 9. Loan Possibility:** EDC is requesting a loan in the amount of \$20,000. Betty will meet with an attorney to discuss the legality of making this loan. Paul Westmoreland made the Motion to approve this loan to EDC, and that the loan be paid within a 5-year and Billy Plake 2nd the Motion. Motion carried.

- 10. Adjourn:** Dr. Paul Westmoreland made the motion to adjourn, Nancy Webb 2nd, Motion carried.

Minutes respectfully taken by Board Secretary Kanita Larkins.

11/28/11

