**Van Alstyne Community Development Corporation**

**Minutes – Regular Board Meeting**

**228 E. Marshall St.**

**Thursday, July 8, 2021 6:00 P.M.**

**A QUORUM OF THE CITY COUNCIL MEMBERS MAY OR MAY NOT BE PRESENT. NO ACTION OF THE CITY COUNCIL WILL BE TAKEN AT THIS MEETING. VISITORS WISHING TO SPEAK MUST BE RECOGNIZED BY THE PRESIDENT OF THE BOARD AND LIMIT COMMENTS TO 2 MINUTES.**

1. **Call to order - Recognition of guest(s)**

**The meeting was called to order at 6:03 p.m. Present were board members Robert Jaska, Mark Moss, Brad Clough, Dee Greve, and David Sileven and Executive Director Rodney Williams. Absent were board members Sherry Jeffcoat and Alesha Crowell.**

**Attending as a guest was Donna Kramer-Almon.**

**2. Invocation**

**Brad Clough gave the invocation.**

**3. Discuss/Action:** **Approval of minutes from previous regularly scheduled meeting held on June 10, 2021**

**Brad Clough made a motion to approve the minutes as presented. Mark Moss seconded the motion and it passed 4-0. (Dee Greve did not vote)**

**4. Discuss/Action: Renovation & Expansion Grant request from Fierce Motions in Dance, 260 E. Marshall St.**

**Donna Kramer-Almon presented her request for funding in the amount of $5,000 under the Retention & Expansion Grant. Kramer-Almon owns and operates Fierce Motions in Dance and is expanding into the second floor of the building, incurring building costs for walls and HVAC system modification. The expansion will include more dance floor space as well as space for music instruction as a full-arts facility.**

**5. Discuss/Action: Revised corporation bylaws**

**Rodney Williams presented revised corporation bylaws after consulting with the city’s attorney. The wording clarifies terms for the Board in light of the complete board appointment in June of 2020.**

**Brad Clough made a motion to add verbiage stating October 1 as the official start date for new terms and to remove former board member Wayne Womack from the bylaws and add Dee Greve. Dee Greve seconded the motion and it passed, 5-0.**

**6. Discuss/Action:** **FY 2021-22 operating budget review**

**Rodney Williams presented the draft budget for the FY 2021-22 fiscal year. Discussion was had regarding specific line items and a recommendation was made regarding one line item.**

**Board president David Sileven read emails from Alesha Crowell and Sherry Jeffcoat, who were not in attendance, stating their opinion that a vote should not be taken on this and another matter since two board members were absent. Discussion was had about moving the vote to a different night but Sileven explained that this needs to go before City Council for approval in August and he and Rodney Williams attempted to find alternate dates but there was not one in which everyone could attend. Considering this and the fact that the board had agreed to the July 8th date at its June 10th meeting the vote moved forward.**

**Dee Greve made a motion to approve the FY 2021-22 budget with a second from Mark Moss. The motion passed, 5-0.**

**7. Discuss/Action: Executive Director training**

**Rodney Williams presented a request for professional training at the Community Development Institute in The Woodlands. The CDI course is November 8-11, 2021 at a cost of $600. Brad Clough voted to approve the request for professional training with a second from Dee Greve. The motion passed, 5-0.**

**8. Discuss/Action: TEDC sales tax workshop**

**Rodney Williams presented dates for the TEDC Sales Tax Workshop. David Sileven expressed a desire to have every board member attend either in person in September or virtually in August. Rodney Williams will get more information on the virtual sessions and email the Board.**

**9. Discuss/Action: Personnel policy review**

**David Sileven presented a revised personnel policy for review. Dee Greve brought up the possibility of having employment agreements for the staff. Robert Jaska made a motion to approved he revised personnel policy with typographical corrections and the addition of Dee Greve’s name. Mark Moss seconded the motion and it passed, 5-0.**

**10. Discuss/Action: Emergency Relief Grant funding**

**Rodney Williams presented his request to institute a new funding program. The Emergency Relief Grant would aid businesses which have damage to their physical plant from acts of nature or anything outside the scope of control for the business that would affect the business’ ability to operate. The Board stated its desire to have this grant. There was discussion had regarding the tenets of the grant – proof of insurance, minimum and maximum amounts. Rodney Williams was given instruction to add verbiage regarding a grant to be accompanied by an insurance declaration page and grant amounts.**

**11. Discuss/Action: Treasurer’s Report**

**Mark Moss presented the treasurer’s report to the Board. He stated that the financials reconciled completely but that there was an obvious Quickbooks issue with the P&L and balance sheet totals. Rodney Williams told the Board the plan is still to submit the account to David Kesel, CPA in McKinney to correct the problems that cropped up when the move was made from Quickbooks Desktop to Quickbooks Online. Moss made a motion to approve the monthly reconciliation but get clarification on the P&L and balance sheet. Robert Jaska seconded the motion and it passed, 5-0.**

**12. Discuss/Action: Director’s report**

**Rodney Williams presented his report of activities over the past month.**

**13. Recess into closed session pursuant to Chapter 551, Texas Government Code for deliberation regarding:**

1. **Section 551.087. Deliberation Regarding Economic Development Negotiations. This chapter does not require a governmental body to conduct an open meeting: (1) to discuss or deliberate 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 (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).**
2. **Section 551.074 – to deliberate or discuss the appointment, employment, evaluation, reassignment of duties, discipline, or dismissal of a public officer or employee;**
3. **Reconvene into open session**

**14. Discuss/Action: Take any action as a result of closed session**

**Robert Jaska made a motion to approve the amounts discussed in executive session for employee merit increases. Mark Moss seconded the motion and it passed, 5-0.**

**David Sileven made a motion to accept the performance review for Rodney Williams with changes requested by the Board. Brad Clough seconded the motion and it passed, 5-0.**

**Brad Clough made a motion to approve the grant request as submitted by Donna Kramer-Almon with completion of the form and the property owner’s approval document. Dee Greve seconded the motion and it passed, 5-0.**

**15. Closing comments**

**There were no closing comments.**

**16. Adjourn**

**Brad Clough made a motion to adjourn. Robert Jaska seconded the motion and it passed, 5-0.**

**Respectfully submitted by Rodney Williams.**