



**MEETING OF THE ECONOMIC DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
Agenda**

Tuesday, August 18, 2015 @ 6pm at the Economic Development and Tourism
Conference Room

- I. Call to Order**
Julia Morris, Chair
- II. Record of Attendance**
- III. Acceptance of Minutes**
- IV. Financials**
 - a. Balance Sheet
 - b. P&L
 - c. Audit – Scheduled for August 18, 2015
- V. Reports of Officers or Committees**
 - a. Data
 - b. Marketing
 - c. Finance
 - d. Infrastructure
- VI. Old Business**
 - Budget Discussions
 - Industrial Park Variance Request
- VII. New Business**
- VIII. Next Meeting Date**
Tuesday September 15, 2015
- IX. Comments from the Public**

Election of Officers

The officers of the Authority shall be a Chair, Vice-Chair and Secretary-Treasurer. Officers of the Authority shall be elected by the Board of Directors at their first meeting in January of each year. All terms shall be for one year, and officers may be reelected. If an office becomes vacant during the year the Board of Directors shall elect another Director to complete the unexpired term.

Duties of the Chair

The Chair shall preside at all meeting and shall have general supervision of the affairs of the Authority, including: shall sign or counter-sign all contracts and instruments of the Authority and duly authorized by its Directors; call special meetings; cosign with the Secretary-Treasurer all checks, drafts, notes and orders for payment of monies exceeding \$2,000; prepare or cause to be prepared the agenda for all meetings; make reports to the Directors and the Board of Supervisors; and perform such other duties as are incident to his office or are properly required of him by the Board of Directors. With guidance from the Board of Directors the Chair will also make committee appointments; establish policies and long range objectives for the Authority; and appoint members of the Authority as liaison to other County government agencies. The Chair shall have an equal vote with the other Directors and, in the event of a tie on any question, may cast a second vote to break the tie. In the absence or disability of the Chair, the Vice-Chair shall exercise all his functions.

Duties of the Vice-Chair

The Vice-Chair shall preside at meetings at the request of, or in the absence of the Chair. When acting at the request of or in the absence of the Chair, the Vice-Chair shall have all the powers of and be subject to all the restrictions upon the Chair. In case of death or resignation of the Chair the Vice-Chair shall immediately become Chair for the remainder of the term for which the Chair was elected.

Duties of the Secretary-Treasurer

The duties of the Secretary-Treasurer shall be as follows: prepare or cause to be prepared the minutes of the meetings of the Board of Directors; ensure that minutes of the meetings are kept in a record book and made available for public inspection; sign with the Chair or Vice-Chair documents or instruments which the Board of Directors has authorized to be executed; have custody of the seal of the Authority and see that official documents authorized by the Board of Directors are stamped with the seal; ensure that suitable records are kept of all financial transactions of the Authority, and have such records audited as required; cosign with the Chair all checks, drafts, notes and orders for payment of monies exceeding \$2,000; have custody of all funds received by the Authority and be responsible for their deposit in the name of the Authority; invest such funds and deposits in the name of the Authority; and in general shall perform all the duties incident to the offices of the Secretary-Treasurer and such other duties as from time to time may be assigned by the Board of Directors. In the absence of the Chair and Vice-Chair at a duly called meeting of the Board of Directors, the Secretary-Treasurer shall be the temporary presiding officer for that meeting and shall have all the powers of and be subject to all the restrictions upon the Chair.