

OPEN SESSION

**DUPLIN COUNTY
ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING**

**OPEN SESSION
AGENDA**

Duplin County EDC

Friday, February 4, 2022
7:00 am

I. CALL TO ORDER

II. OLD BUSINESS

- **Approval of past board minutes from December**
- **Review bank statement**
- **Update on Airport Projects**
- **Update on Master Development Plan Alternatives for Air Park**
 - Submission for Site Certification in progress

I. NEW BUSINESS

- **Golden Leaf Foundation**
 - Site Grant open until March 10th
 - EDC hosting Golden Leaf Foundation on March 4th
 - NCSE funds and replacement of Director of Business Development
- **County Commissioner Board Retreat**
 - EDC Presentation
- **EDC Board Bylaws and The Foundation for Duplin County Industrial and Business Development Update**
 - Review Current Bylaws
 - Proposed Changes to Bylaws
 - All edits and changes noted
 - New proposed amendment will be sent to board members via email prior to voting during the March board meeting

II. ADJOURN

OPEN SESSION

February 4, 2022

**DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING
Friday, February 4, 2022
7:00am**

OPEN SESSION MINUTES

Present: Charley Farris, Glenn Cavanaugh, Kevin Smith, Ken Smith, Amy Epley, Al Searles, Roger Davis, Dean Lee, Don Tabor, Carrie Shields, Teresa Chambers

Absent:

Guests: Lynn Moore, NC Works and Phil Prescott, East Carolina Workforce Development

I. CALL TO ORDER

- Meeting began at 7:06am and was called into order by Charley Farris

II. OLD BUSINESS

- **Approval of past board minutes from December**
 - The motion to approve was made by Roger Davis, seconded by Dean Lee and passed unanimously
- **Review Bank Statement**
 - The motion to approve was made by Ken Smith, seconded by Glenn Cavanaugh and passed unanimously
- **Update on Airport Projects**
 - As of February 1st, NCFS have begun to move into the newly constructed hangars and office space and have already fought their first fire dispatched from the new facility.
 - Ribbon cutting date has been moved to February 24th at 1pm due to some delay in finalizing construction.
- **Update on Master Development Plan Alternatives for Air Park**
 - Submission for Site Certification in progress
 - Documents have been submitted giving assurance to the state that we are aware of the sewer capacity issue
 - Amanda Conner has agreed to partner with EDC to do the due diligence/site readiness on potential hangar location on the airport side

III. NEW BUSINESS

- **Golden Leaf Foundation**
 - Site Grant open until March 10th
 - Board recommended to focus on infrastructure

- Specifically, the road leading by the preselected NCFS Administration Headquarters
 - EDC hosting Golden Leaf Foundation on March 4th
 - NCSE funds and replacement of Director of Business Development
 - Currently there is \$5 million available for distribution through NC Southeast and we will be focusing on that
 - Phillip Shoemaker has taken the Director of Business Development position upon resignation of Joe Melvin
- **County Commissioner Board Retreat**
 - **EDC Presentation**
 - Power point presentation planned to highlight accomplishments and goals for 2022
 - Some accomplishments highlighted will be the branding of the county logo, Master Plan, Projects Gray, Ginny and WRJ
- **EDC Board Bylaws and The Foundation for Duplin County Industrial and Business Development Update**
 - Review Current Bylaws
 - Proposed Changes to Bylaws
 - Copy of bylaws with red lined proposed changes presented to all board members
 - All edits and changes noted
 - At-large members voted on every 3 years; may serve continuously
 - Remove Wallace-100 Committee position and replace with at-large position; total of six at-large and four positions designated by ~~company or corporation~~ specifically named in bylaws
 - The President position would be filled by the EDC Director, hired by the Duplin County Commissioners
 - Secretary/Treasurer positions ~~would~~ be filled by one person; preferably appointed by the board of directors and most likely the EDC administrative support hired by Duplin County
 - Change the name of the foundation from The Foundation for Duplin Country Industrial and Business Development to The Duplin County Economic Development Corporation; county attorney ~~would~~ handle the legal process of the name change
 - Budget Enterprise?
 - Is there insurance covering the board members? Does the Indemnification include this?
 - Does there need to be a third party auditor for the account? This should be included or added to the bylaws to ensure accuracy and transparency of funds.
 - New proposed amendment will be sent to the board members via email for review prior to voting during the March board meeting

Commented [TC1]: company, county and boards and/or corporation

Commented [TC2]: company, county and boards and/or corporation

Commented [TC3]: could

Commented [TC4]: could

IV. ADJOURN

- The motion to adjourn the open session was made by Dean Lee and seconded by Al Searles and passed unanimously.