**Approved by Board February 9, 2022**

# COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY
# BOARD OF DIRECTORS MEETINGS

## TUESDAY, JANUARY 18, 2022
Via Zoom Meeting and Livestreamed on YouTube

## ANNUAL MEETING

The Annual Meeting of the IDA began at 1:04 pm and was convened by Jeremy Evans, CEO. Maria conducted roll call with the following people present:

Sherry Boyea
Michael Doran
James Ellis
Stephen Erman
Madelyn Fleury
Justus Martin
Archie McKee
Jeremy Evans, CEO
Maria Bourgeois, Operations Manager
Rachel Child, Community Development Specialist (EDC)
Russ Kinyon, Economic Development Director (EDC)
Shaun Kittle, Tourism Specialist (EDC)

Following a request from Jeremy, Mr. Ellis as Chair of the Nominating Committee proposed the following slate of officers for the IDA:

Justus Martin, Chair
James Ellis, Vice-Chair
Sherry Boyea, Secretary
Stephen Erman, Assistant Secretary
Archie McKee, Treasurer
Michael Doran, Assistant Treasurer

Mr. Ellis asked Ms. Boyea as Secretary to cast the deciding ballot accepting the slate of officers as presented and she did so.

Chair Martin welcomed new staff and stated that it is great to be a part of the Economic Development Corporation and said he is excited to see what 2022 has in store for us. He then made the following Committee Appointments for 2022:

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| **Agriculture Committee:** | Madelyn Fleury (Chair), Sherry Boyea, Justus Martin |
| **Anti-Harassment Committee:** | James Ellis (Chair); Sherry Boyea; Stephen Erman |
| **Audit & Finance Committee:** | Archie McKee (Chair), Sherry Boyea, Michael Doran |
| **Facilities Committee:** | Stephen Erman (Chair), James Ellis, Archie McKee |
| **Governance Committee**: | James Ellis (Chair), Stephen Erman, Madelyn Fleury |

The Annual Meeting ended at 1:10 pm.

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# REGULAR MEETING

Chair Martin called the Regular Meeting of the IDA to order at 1:11 pm. Maria conducted roll call with the following people present:

Sherry Boyea
Michael Doran
James Ellis
Stephen Erman
Madelyn Fleury
Justus Martin
Archie McKee
Jeremy Evans, CEO
Maria Bourgeois, Operations Manager
Rachel Child, Community Development Specialist (EDC)
Russ Kinyon, Economic Development Director (EDC)
Shaun Kittle, Tourism Specialist (EDC)

Mr. Martin welcomed everyone to the meeting, thanking the Board for the opportunity to continue to serve.

Accept Agenda: Motion to accept the agenda made my Mr. Ellis, seconded by Mr. Erman. All in favor.

Public Comment Period: The Board welcomed new employees of the EDC, Rachel Child and Shaun Kittle.

Approval of Previous Meeting Minutes:

- The IDA board approved the Regular meeting minutes of December 8, 2021 on a motion by Ms. Boyea, seconded by Mr. Erman. All in favor.

Bills and Communications: None.

Committee Reports: None.

Treasurer's Report: Jeremy reviewed the December 2021 financials with the board, noting that the year-to-date report provides a good snapshot on how we did for the year. He added that we did receive substantial income that was unanticipated for 2021.

- Motion to accept the December 2021 financial reports by Mr. McKee, seconded by Ms. Fleury. All in favor.

Old & Unfinished Business: None.

New Business:
Resolution #2022-01 Adopt Required Policies: Jeremy explained that we are required to adopt on a yearly basis the Mission Statement, Investment Policy, Disposition of Property Policy and Procurement Policy. Discussion followed. Chair Martin asked the Governance Committee to take a look at the Procurement Policy and the amount that the CEO can approve. Mr. Ellis, as Chair of Governance Committee felt it more appropriate for the Audit & Finance Committee to do so.

- Motion to adopt Resolution #2022-01 with minor adjustments to the wording in the procurement policy to be made following an Audit & Finance Committee meeting to be determined, by Mr. Erman, seconded by Mr. McKee. Following a roll call vote, all members were in favor.

Resolution #2022-02 Adopt New/Revised Policies: Jeremy explained that the following new policies were created for adoption: Audit & Finance Committee Charter, Bylaws, Credit Card Policy, Digital Financial Policy, Internal Controls Policy and Travel Policy. Discussion followed.

- Motion to adopt Resolution #2022-02 with a change to the meal limit in Credit Card Policy made by Mr. Erman, seconded by Mr. McKee. Following a roll call vote, all members were in favor.

Adjournment: After stating that the next regular meeting of the IDA is scheduled to be held on Tuesday, February 9, 2022 at 1 pm via Zoom meeting and with no other business to conduct, Mr. Martin adjourned the meeting at 1:34 pm on a motion by Mr. Ellis, seconded by Mr. McKee. All in favor.