

**MINUTES  
KAUFMAN ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTOR'S MEETING  
TUESDAY, APRIL 10, 2018 AT 6:00 P.M.  
KAUFMAN CHAMBER OF COMMERCE  
2311 S. WASHINGTON, SUITE A  
KAUFMAN, TEXAS 75142**

<b>PRESIDENT</b>	<b>ROY FERRELL</b>
<b>VICE PRESIDENT</b>	<b>BARRY RATCLIFFE</b>
<b>SECRETARY/TREASURER</b>	<b>CARL STAPP</b>
<b>MEMBER</b>	<b>LISA PARKER</b>
<b>MEMBER</b>	<b>CHARLES GILLENWATER</b>

President Roy Ferrell called the meeting to order at 6:06 p.m. Board members present were Roy Ferrell, Barry Ratcliffe, Carl Stapp, Lisa Parker and Charles Gillenwater. President Ferrell declared a quorum. Also present were KEDC Executive Director Anne Glasscock, Assistant City Manager Mike Holder and City Secretary Regina Farris.

**1. CONSIDER APPROVAL OF THE FEBRUARY 13, 2018 KEDC REGULAR MEETING MINUTES.**

Board Secretary/Treasurer Stapp made a motion, seconded by Vice President Ratcliffe to approve the February 13, 2018, KEDC Regular Meeting Minutes. President Ferrell called for a vote, and with all members voting affirmative, the motion passed.

**2. CONSIDER AND TAKE APPROPRIATE ACTION TO DESIGNATE PERSONS AUTHORIZED AS SIGNATORIES ON EDC BANK ACCOUNTS.**

KEDC Executive Director Anne Glasscock stated that the current signatories for the KEDC accounts include former KEDC Executive Director Lee Ayres, President Ferrell, Vice President Barry Ratcliffe, and Secretary/Treasurer Carl Stapp. KEDC Executive Director Anne Glasscock recommended adding herself and removing former KEDC Executive Director Lee Ayres. Secretary/Treasurer Stapp agreed.

Secretary/Treasurer Stapp made a motion, seconded by Vice President Ratcliffe to approve the addition of KEDC Executive Director Anne Glasscock as a signatory on the KEDC bank accounts, and remove former KEDC Executive Director Lee Ayres. President Ferrell called for a vote, and with all members voting affirmative, the motion passed.

**3. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING A REVISED ECONOMIC DEVELOPMENT STAFFING AGREEMENT BETWEEN THE KEDC AND THE KAUFMAN CHAMBER OF COMMERCE FOR SERVICES OF THE**

**CHAMBER CEO; AND AUTHORIZING EXECUTION OF EDC/CHAMBER AGREEMENT BY THE PRESIDENT AND SECRETARY.**

KEDC Executive Director Anne Glasscock reviewed the following proposed revisions, previously discussed with the Kaufman Chamber of Commerce and the City Attorney, with the Board:

- Clarification concerning how Kaufman Chamber CEO Anne Glasscock will spend approximately 20 hours per week of CEO's time necessary to provide the Services required to fulfill the Chamber's obligations and the EDC under the Agreement.
- Termination – terminating party to provide at least 60 days' written notice of such termination to the other Party.
- Payment of services - \$3,500 per month for the services provided within Agreement.
- Compliance with KEDC Bylaws
- Alternative Dispute Resolution

Secretary/Treasurer Stapp stated that he recommends proceeding with the recommended changes.

No further discussion was held.

Secretary/Treasurer Stapp made a motion, seconded by Board member Gillenwater to approve a revised Economic Development Staffing Agreement between the KEDC and the Chamber of Commerce for services of the Chamber CEO; and authorizing Execution of EDC/Chamber Agreement by the President and Secretary. President Ferrell called for a vote, and with all members voting affirmative, the motion passed.

**4. CONSIDER AND TAKE APPROPRIATE ACTION TO AMEND THE KEDC FISCAL YEAR 2017-2018 BUDGET RELATIVE TO KEDC'S CONTRACTUAL OBLIGATIONS UNDER THE ECONOMIC DEVELOPMENT STAFFING AGREEMENT BETWEEN THE KEDC AND THE KAUFMAN CHAMBER OF COMMERCE, TO ADDRESS PAYMENT FOR SERVICES, TRAINING AND OTHER ASSOCIATED COSTS OF SERVICES.**

KEDC Executive Director Anne Glasscock stated that the initial salary amount budgeted for the EDC Executive Director was \$42,000 per year, but that amount did not line up with the EDC's 2017-2018 Fiscal Year Budget. Amending the Agreement to reflect \$28,000 (\$3,500 per month) would align properly with the EDC's Fiscal Year Budget.

A discussion was held, and Vice President Ratcliffe made a motion, seconded by Board member Parker to amend the KEDC Fiscal Year 2017-2018 budget relative to KEDC's contractual obligations under the Economic Development Staffing Agreement between the KEDC and the Kaufman Chamber of Commerce, to address payment for

services, training and other associated costs of services. President Ferrell called for a vote, and with all members voting affirmative, the motion passed.

**5. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE REQUEST FROM THE CHAMBER GOLF COMMITTEE FOR SPONSORSHIP.**

KEDC Executive Director Anne Glasscock introduced the item and reviewed available sponsorship levels, and stated there would be 18 teams in the morning and afternoon, with a total of 144 players.

A discussion was held, and Board member Parker made a motion, seconded by Secretary/Treasurer Stapp to approve a \$1,500 meal sponsorship by KEDC for the Chamber's annual golf tournament. President Ferrell called for a vote, and with all members voting affirmative, the motion passed.

**6. ANNOUNCEMENTS FROM THE EXECUTIVE DIRECTOR; DISCUSSION OF SAME:**

- EXECUTIVE DIRECTOR ANNE GLASSCOCK'S EDC TRAINING; APRIL 11<sup>TH</sup> TIRZ WEBINAR, APRIL 13<sup>TH</sup> SALES TAX TRAINING, APRIL 17-20 BASIC EDC TRAINING.
- GROUND BREAKING FOR STARBUCKS THURSDAY APRIL 19<sup>TH</sup> 10:30 AM.
- MAY 7<sup>TH</sup> CHAMBER GOLF TOURNAMENT

KEDC Executive Director Anne Glasscock reviewed the announcements with the Board members.

**7. ADJOURN.**

**ADJOURNMENT.**

There being no further business, President Ferrell adjourned the meeting at 6:30 p.m.

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Roy Ferrell, President

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Date

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Carl Stapp, Secretary

\_\_\_\_\_  
Date