

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY

Minutes of Meeting

July 23, 2015

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, July 23, 2015, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

David Kause, Chairman
Dana Pack
Dicky Morgan

John Silva
Jennifer Atwell
Wes Mabe

MEMBERS ABSENT

Charlie White

EX-OFFICIO MEMBERS PRESENT

C. Wayne Sutherland, Jr., Wytheville Town Manager
R. Cellell Dalton, Wythe County Administrator

EX-OFFICIO MEMBERS ABSENT

None

JOINT IDA STAFF PRESENT

David Manley, Executive Director
John Matthews, Associate Director
Virginia Crockett, Administrative Assistant

DETERMINATION OF QUORUM

Chairman Kause called the meeting to order and determined a quorum to be present. Chairman Kause offered the invocation and Mr. Pack led the Pledge of Allegiance.

CITIZENS' TIME

Chairman Kause welcomed Tim Reeves, Wythe County Board of Supervisors Chairman, Wayne Sutherland, Wytheville Town Manager, Cellell Dalton, Wythe County Administrator, and Karen Akers, Virginia Employment Commission, and Stephen Bear, Wythe County Assistant Administrator to the meeting and asked if there was anyone who would like to address the Board. There being none the meeting continued.

ELECTION OF OFFICERS

Chairman Kause turned the nomination of Board Chairman over to Mr. Pack. Mr. Pack asked if there were any nominations for Board Chairman for the fiscal year 2015-2016. Mr. Mabe nominated Mr. Kause as Chairman of the Board for the fiscal year 2015-2016. Mr. Pack asked if there were any other nominations, with there being none Mr. Kause was nominated by acclamation. Chairman Kause resumed control of the meeting and asked if there were any nominations for Vice Chairman. There being none Chairman Kause suggested that Mr. Pack be re-elected as Vice Chairman until the end of his term in December and asked if there were any other nominations or questions. Mr. Pack was nominated by acclamation. Chairman Kause asked for nominations of treasurer. Mr. Silva nominated Ms. Atwell who was nominated by acclamation. Virginia Crockett was nominated secretary to the board by acclamation.

APPROVAL OF MINUTES—June 25, 2015

Chairman Kause asked if there were any corrections or questions regarding the minutes of the June meeting and if there was a motion to approve the minutes as presented. Ms. Atwell stated that she had submitted some amendments to the minutes and that she would be glad to make a motion to approve the minutes with the proposed amendments unless Chairman Kause would care to discuss them, but that there is a motion on the floor. Mr. Pack stated he did not understand what was said. Ms. Atwell stated that she makes a motion to approve the minutes with the proposed changes that she had circulated earlier. Mr. Mabe asked if those changes had been duly noted. Mr. Manley stated that the Joint IDA has language presented, but there is some discussion that needs to occur. Chairman Kause wished to have discussion regarding the proposed changes. He stated that he thinks that Board can agree to change the wording “minutes” to “meeting” on page 377 and that the Board can agree that the proposed change of “\$160.00” to “\$360.00” was in order because the \$360.00 is correct and supported. Chairman Kause discussed information regarding the documentation for the Branch Highway’s payment. Ms. Atwell stated that the documentation had been presented today (July 23), but normally when a check is written documentation to back up the check is presented when the checks are signed. She had not received the documentation until today and she knew that the auditors required backup for all checks written. She added that she had asked Ms. Crockett about it and she stated that she would run that back by so it could be finalized and it was presented today. Mr. Manley mentioned that all members of the Board had received a copy of the invoice in today’s packet. Chairman Kause noted that the invoice and information has been taken care of and finalized today.

Chairman Kause continued discussion of page 381 regarding the Business Challenge for Rural Retreat. He read the current language in the minutes and Ms. Atwell’s proposed amendment to the minutes. Chairman Kause asked if the statement presented by Ms. Atwell was said during the June meeting. Mr. Manley stated that none of the information that Ms. Atwell presented was said during the June meeting and that what was presented in the minutes was actually what was stated. He mentioned that the information written in red was on the actual recording of the meeting and that Ms. Crockett had listened twice to the recording and that he too had listened to the information once and that the statement is verbatim and what is in the earlier paragraph is exactly accurate to the recording. Ms. Atwell stated that for clarification the Board probably received a press release that was distributed and she mentioned that sometimes things can be misunderstood and when she spoke of “we” provide assistance she did not mean “we” as the Joint IDA, but was meant “we” as the Chamber of Commerce. She mentioned the meeting regarding the Business Challenge with Mt. Rogers and the meetings planning the particular activity. Chairman Kause stated that the proposed change is just focused on the word “we” in the first paragraph. Ms. Atwell asked if that was how he took it. Other discussion was held to clarify the information. Mr. Manley stated that he believed that Ms. Atwell has made a clarification to the minutes of June 2015 and stated that what was printed in the current paragraph was what was actually said and that is all that can be reflected in the minutes and that the Joint IDA cannot change actual wording after the fact for clarifications or additions. Mr. Manley stated that it comments can be made today and put in the record of this July 2015 meeting which Ms. Atwell had just done. Mr. Pack stated that the minutes that were presented do reflect what was actually said. Ms. Atwell said that at the Board meetings a lot of things are said that may be misinterpreted. Mr. Silva stated that if the minutes from the previous meeting are what they are, then what are we trying to accomplish by clarifying or expanding the clarification of “we”. Chairman Kause stated that the only clarification that he understands is that the Board needs to clarify that Rural Retreat cannot access the funds, but he did not know that personally. Mr. Manley stated that it does not pertain to the business of the Joint IDA. Ms. Atwell stated that was correct, but she did not think that she would state in these minutes that Rural Retreat could access the funds. Mr. Manley stated that it could be played back for the Board to hear and that it was located on the hard drive of the computer if anyone would like to stop by and listen. Mr. Pack stated that he still did not understand. Ms. Atwell explained that everything in red on her proposal is what was currently in the minutes and the information below is what she had proposed to change as far as these are factual statements. What was said here whether it was convoluted into different wording “we” did not mean IDA and this is not at all accurate as far as Rural Retreat can access the funds. Mr. Pack stated that this discussion brings him back to his same question: whether the minutes of the last meeting reflected what was said and asked if that was not correct. He added that if Ms. Atwell thinks that it should be what she proposed then that would be an attachment or similar. Ms. Atwell stated that her proposal would be an amendment and the original information is according to the Joint IDA staff verbatim to what is on the tape. Mr. Silva asked Ms. Atwell if she is disputing what is actually on the tape. Ms. Atwell stated that she did not know that she did not hear the tape. She stated that she did know that the whole minutes are not verbatim on everything and that things that we say are a snapshot of what is actually being said. Chairman Kause stated that since we can’t change the minutes, what is the Board’s next opportunity. Ms. Atwell stated that since the Board had not adopted the minutes so the Board can make them say what we need them to say if that is the route the Board would like to take to be factual. Mr. Manley addressed Chairman Kause and stated that he would go on record and say that the Joint IDA staff will not make changes to the minutes that are not factual because that is unethical and illegal. Ms. Atwell suggested that the minutes be completed verbatim. Mr. Manley stated that equipment could be purchased to do so. Ms. Atwell stated that instead of a proposed change it should be as considered a proposed amendment to clarify actually what that should be. Mr. Manley stated that Ms. Atwell can clarify for the record today the information she proposed in today’s minutes, which Ms. Atwell did previously, and that will put it in the record for all future

times. Mr. Pack stated that he was concerned about making a change without the information actually being here. Chairman Kause stated that the following proposed information submitted by Ms. Atwell will be included in the minutes for the July 2015 meeting as a clarification to the June 2015 minutes. The clarification of the June 2015 minutes is as follows:

Page 381: The current minutes state that: "Mt. Rogers PDC has asked that we provide assistance for Wythe County and the surrounding communities and that Rural Retreat could be responsible to actually access the funds." Ms. Atwell asked that the minutes be clarified to say, "Mt. Rogers PDC requested back in the winter the Chamber of Commerce access the funds and work with the PDC, Virginia Department of Housing and Community Development, Virginia Tourism Corporation and other entities including the JIDA." This information is duly clarified and noted in the minutes of the Joint IDA of Wythe County's regular meeting on Thursday, July 23, 2015.

Chairman Kause stated that on page 383 of the June minutes there was a questions about Mr. Jensen's purchase of a business license from the Town of Wytheville which he does have now. Ms. Atwell asked Chairman Kause if he remembered in the committee meeting that purchasing a business license was going to be a condition Chairman Kause asked if there was a motion to approve the minutes as presented with the clarification of the loan. She explained that there were certain conditions set forth in the loan and that a business license would be one of them so it would not look like the Board was loaning money to someone who did not comply. Mr. Manley explained that what he agreed to do at that point was to ask him nicely to purchase a business license. It was suggested that he comply with that. Chairman Kause stated that he did comply with purchasing the license.

Chairman Kause asked if there was any further discussion regarding the minutes. Mr. Mabe, seconded by Mr. Silva, made a motion to approve the minutes with the noted clarifications. With no further discussion, the motion passed unanimously.

APPROVAL OF INVOICES

Chairman Kause asked if there were any questions or discussion regarding the invoices for July. Ms. Atwell stated that the only question that she had was that she knew that from years past we had always paid Mt. Rogers Development Partnership in the middle month of the quarter. Ms. Crockett noted that it was set up in QuickBooks to pay it the first month of the quarter to capture the entire quarter in the financial reports. Ms. Atwell stated that she knew that it was always paid in the middle month of the quarter and asked just for clarification if it was still paid in the middle month of the quarter. Mr. Manley stated that it will be paid the first month of every quarter. He noted that it is membership for that quarter and should be paid at the beginning of the quarter. Ms. Atwell noted that in years past we always paid it in the middle month of the quarter. Mr. Manley stated that we have changed the way that was done. Mr. Mabe asked if it mattered. Mr. Manley stated that it could be paid on the last day, but three months of their services would be used for free. Ms. Atwell added that the reason the Joint IDA did it in the middle was to capture the interest for the first month and so it was agreed that we would pay it in the middle month. Ms. Atwell noted that she was just pointing out how that had been changed over previous years. Chairman Kause stated that he did not know what month the Joint IDA paid that in. Ms. Atwell mentioned to Mr. Pack that she was sure that he remembered those conversations. Mr. Pack could not remember at the present time. Ms. Atwell stated that when Dr. Hawthorne was working on the accrual basis that he wanted to pay it in the middle month of the quarter for different reasons, but mainly for the interest was what she could remember and that the Board agreed to do that. Chairman Kause asked if there needed to be a change of any sort or if the Board agreed to pay Mt. Rogers on the first month of the quarter as opposed to the second month of the quarter. Chairman Kause noted that he was alright with paying them on the first month of the quarter. Chairman Kause asked if there were any other discussions regarding the invoices. Chairman Kause noted that The O'Connor Group was for the web design. Ms. Atwell noted that Forcefield was different and added that it was the only thing different as far as the check detail. Mr. Manley explained that Forcefield was the new webhost that will be charging \$37.00 less than the previous webhost. They have faster response time. Ms. Atwell asked if the Board would be talking about the Financial Reports after the check detail. Chairman Kause stated that could be done. Chairman Kause asked why here were two bills for Forcefield. Mr. Manley stated that the bill for \$250.00 was for webhosting for the year and the \$150.00 was to bring the old website onto their server and to migrate the new JIDA website onto the server once completed of which was a one-time fee. There is a certain amount of hourly work involved with changing over to a different webhost. He noted that they worked several hours and only charged for two.

Chairman Kause asked if there was a motion to approve the invoices as presented. Mr. Pack made a motion, seconded by Mr. Morgan, to approve the invoices as presented. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County
Check Register
For the Period from July 1, 2015 through July 31, 2015**

Check #	Date	Payee	Amount
EFT	7-21-15	Appalachian Power Company	142.86
EFT	7-21-15	CenturyLink	170.94
EFT	7-21-15	First Bank	968.75
EFT	7-23-15	Robert G. Moore	1,100.00
7334	7-23-15	David Manley	76.48
7335	7-23-15	Forcefield	400.00
7336	7-23-15	Mt. Rogers Development Partnership	6,659.00
7337	7-23-15	TC's Care and Repair	60.00
7338	7-23-15	The O'Connor Group	4,166.74
7339	7-23-15	John Matthews	66.70
7340	7-23-15	SVAM	50.00
Total			\$ 13,861.47

STAFF REPORT – ASSOCIATE DIRECTOR

Workshops and Training

- Main Street Program (DHCD): How to Apply – July 20
- Appalachian Regional Commission Training: How to Apply – SWVA Higher Ed Center – July 21

Meetings

- Aaron Pauley
- Brian Freeman
- David Ryan
- Downtown Wytheville Economic Restructuring Committee
- Dr. Perry – Wythe County Superintendent of Schools
- Heath and Laura Harmon – Revolving Loan Fund
- Jerry Hurt
- Keith Litz – Manufacturing Council Scholarships
- Vivian Womble
- Wythe-Bland Young Professionals and steering committee

MyVAScan

- The state property management database has undergone an update, which we attended a workshop to learn about in April. I have been going through the properties we currently have listed as available to update our inventory. I have also contacted local real estate agents to provide them with property information sheets to fill out for their commercial listings so we can submit them to VEDP for approval and help market them through our website and globally through www.yesvirginia.org.

Startup Wythe In

- *Startup Wythe In*, the business idea competition, closed the application process on July 15. There were 23 entries submitted and six finalists were selected to continue on to the mentorship portion of the program. Over the next two months finalists will meet with their mentors and attend business classes. Finalists will also have the opportunity to give a dry run presentation at the beginning of September to gain feedback and prepare for judging on September 29. The committee is still working to increase sponsorship, and plans to surpass \$15,000.

Website

- We have been working closely with the O'Connor group to complete the website redesign over the past several weeks. We have been writing new content, reorganizing, and making changes to the structure of the new site. With over 60 pages of information about Wythe County to sort through, we have been slowly making our way through each section to make sure content is accurate, attractive, and operating correctly. We still have changes to make, but the entire staff has now been trained to use and update our new website.

STAFF REPORT – EXECUTIVE DIRECTOR

New or Expanding Business Activity

- Responded to inquiries from
 - VEDP
 - Downtown retailer, service provider
 - Local real estate agent
 - Downtown developer
 - Various entrepreneurs
 - Commercial real estate broker
 - Various local citizens
 - Local manufacturers
 - Appraiser
 - Development consortium and conceptual designers
 - Industrial contractor
 - Mechanical contractor
 - Representative of major ag joint venture

Active Projects: Ready, queen, Lignum, Caravan, Aurora, Archer, S8, Tread*, Capstone, Weld, Shift*, Copper*, Thunderbolt, Pond*, *Throttle, Center*

Ongoing projects

- Clawback negotiations with County, VEDP, Tobacco Commission re: industrial employer
- Geological engineering at Lot 24
- Website
 - Testing, editing, content modification and creation
- Developing materials for August audit
- Met with various RLF potential applicants
- Startup Wythe In review and scoring of applicants, screening

Events

- Legislative luncheon with SVAM, region’s legislators, regional manufacturers
- Hosted lunch w/CCAM workforce head re: Center of Excellence in Wythe County

Meetings/Business Contacts

- Jeff Perry, Superintendent of Wythe County Schools
- Dean Sprinkle, President of ECC
- Bruce Sobczak, Commonwealth Center for Advanced Manufacturing
- Senator Bill Carrico
- Delegate Israel O’Quinn
- Delegate Will Morefield
- Bob Di Marino, Coperion
- Ned Stephenson, Tobacco Commission
- Stacey Richardson, Tobacco Commission
- Michael Ferracci, Appalachian Cast products
- Mike Lehmkuhler, VEDP
- Rob McClintock, VEDP
- Sandi McNinch, VEDP
- Tim Danielson, VEDP
- Bill Vaughan, County Engineer
- Jeremy Flynn, Branch Highways
- Cellell Dalton, Country Administrator
- Wayne Sutherland, Town manager – Wytheville
- Joe Gillespie, VEDP
- SVAM Center of Excellence Board of Directors
- Wythe-Bland Young Professionals and Steering committee
- Downtown Wytheville Economic Restructuring Committee
- Board of Supervisors Economic Development Committee
- The O’Connor Group
- Matthew Clarke, SchaffnerMTC
- Tracey Holliday, The Farmer’s Daughter
- Donnie Bales, Bear Creek Studios
- Michael Solomon, Pulaski County

- Eric Chapman, Cowan Perry, PC
- Jim Cowan, Cowan Perry, PC
- Mary Jane Umberger, HR Alliance, LLC
- Keith Litz, Manufacturing Technology Center @ WCC
- Jerry Hurt, RR Depot Foundations, Etc.
- Steve Semones, Balzer & Associates
- Bill Smith, Bolling-Wilson Hotel
- Trent Crewe, Mayor of Wytheville
- John Woods, Downtown Wytheville, Inc.
- Berry Elmore, Wythe County Community Hospital Director of Marketing
- Chad Melton, Wythe County Community Hospital CEO
- Collin Peel, Camrett Logistics
- Rosa Lee Jude, Wytheville CVB

Media Activity and PR

- Provided quotes for Downtown Wytheville article in Enterprise
- Strategized with various leaders on appropriate messaging to respond to Formato commentary
- Social media activity

Upcoming:

- I've been asked to serve on the WCC Workforce Director search committee
- SEDC annual meeting – Savannah, GA, July 26-28
- IEDC training class – Georgia Tech, Atlanta, GA, August 13-14 (“Economic Development Marketing and Attraction”)
- IEDC certification training class – UNC, Chapel Hill, NC, October 29-30 (“Real Estate Redevelopment and Reuse”)*

Mr. Manley stated that that was his activity report, but that he had also circulated the 13 point resolution between the Towns and County. The Joint IDA staff discussed the resolution as well as goals for the coming year and will combine our goals together to adapt what is planned for the coming year. Mr. Manley mentioned that he would like for the Board to look over the Resolution and let the staff know how well they thought the staff has been doing over the year.

Ms. Atwell mentioned that she knew that we had been trying to appoint Mr. Manley Workforce Investment Board and asked if he had been attending the meetings. Mr. Manley explained that he was not eligible to be appointed to the Board. Ms. Atwell stated that she understood that, but asked if Mr. Manley had been able to attend any of the meetings because they are open to everyone. Mr. Manley stated that he has had meetings with some of the other staff members, but has not received any invitations or a notice regarding Workforce Investment Board meetings. Karen Akers from the Virginia Employment Commission mentioned that she would forward the information regarding the meetings to Ms. Crockett and she could distribute it to the Board members and to the Joint IDA staff. Chairman Kause asked if anyone could attend the meetings and Ms. Akers stated that yes they could.

Chairman Kause stated that in terms of going back to the Resolution he wanted to make sure that the new Board members understood the 13 points developed by the jurisdictions. He noted that it was something that was put together and drafted by the joint governing bodies which took a long time to accomplish. Chairman Kause mentioned that he feels that everything has been accomplished or is being worked on. He noted that he wanted to point out, especially to the new Board members, that these were the requirements handed down from the jurisdictions who funds us that were to be accomplished by the Joint IDA. Chairman Kause added that this was something that the Joint IDA needed to be diligent on pushing forward.

Ms. Atwell asked if the Joint IDA has asked the governmental bodies if they feel that they have any more recommendations as far the resolution, is it being fulfilled about how they feel about the resolution. Mr. Manley stated that he has made presentations at the quarterly meetings of the Joint Governing Bodies and that he has asked for questions and the response has been quite positive and that everything he receives a comment it has been welcomed and we respond.

Mr. Dalton, Wythe County Administrator, stated that he believed that the Joint IDA Board Chairman was going to suggest that Mr. Manley do a mock presentation at the Board of Supervisors meeting that would be presented to a potential prospect. Mr. Manley stated that he could certainly provide that presentation.

Chairman Kause stated that one of the discussions coming back from the Supervisors' meeting was that the Joint IDA develop a mock presentation, possibly a generic PowerPoint presentation, which could be taken on the road and presented to the Board members, VEDP members, etc., to show how a presentation that was prepared for

presentation to a potential prospect. Mr. Manley asked if he was needing the annual report. Chairman Kause stated that it would be a presentation that would be shown to prospects who are asking about lots in Progress Park. Mr. Manley mentioned that he had two separate PowerPoint presentations, one for Progress Park and one a general economic development report. Chairman Kause asked if that could be presented at the next joint government bodies meeting. Chairman Kause asked Mr. Dalton if he would rather have it presented at a regular Board meeting. Mr. Dalton stated that he is asking that Mr. Manley prepare a generic presentation that is shown to potential prospects when they are inquiring about property in Progress Park or elsewhere. He asked that it be shown to the Joint Governing Bodies so they could see how a presentation is done for a potential prospect and questions could be asked regarding the presentation and suggestions made for changes.

Mr. Dalton stated that he knew that the Joint IDA had a presentation, but he would like to see a presentation in generic form approved by the Joint IDA Board that can be shown to a potential industries. He would also like to have it presented to the Joint Governing Bodies for their comments and suggestions. He mentioned that it could then be taken to the Virginia Economic Development Partnership for any suggestions for improvement. Mr. Dalton noted that it is critical that we have the best one out there to be able to sell our product better than or as good as anyone else and to have all of the jurisdictions come together and know how a presentation is done and what is said during the presentations. He mentioned that he would like for the jurisdictions to have all of the pertinent information regarding a presentation so that everyone will know how it is done and that nothing will be a huge secret as to how things are done. Mr. Manley stated that he does have a generic presentation and would more than happy to present at the next Joint Governing Bodies meeting. Mr. Manley asked if Mr. Dalton felt that it would appropriate to do at the Joint Governing Bodies meeting or should it be done in committees. Mr. Dalton suggested the Joint Governing Bodies and then if everyone wanted it individually it could be set up that way. Chairman Kause stated that he liked the idea of doing the presentation while everyone is together at the joint meeting at one point in time. The meeting will be on August 30 and Mr. Manley suggested that he would present the presentation to the Joint IDA Board during the regular meeting to be held on Thursday, August 27.

Mr. Mabe made a comment regarding Mr. Manley's personal goals and asked that he maybe give an update each quarter on most of the tangible ones in regards to the goals that he is setting. He stated that he would think that would be good to show how things are progressing and if we are moving in a positive direction. Mr. Manley agreed to do that.

Mr. Pack stated that he was looking at Mr. Manley's meetings and contacts. He asked what he meant by contact. Mr. Manley answered that it was an actual contact with the individual and involved substantial discussion.

Chairman Kause questioned the active projects and asked if it would be possible to create a flowchart showing the investment, employment, etc. of any projects that at active. Mr. Manley stated that the information would have to be kept in strict confidentiality. Chairman Kause stated that the information would have to be discussed in closed session and Mr. Manley agreed. Chairman Kause mentioned that he was not looking for a handout, but maybe a presentation that could be shown during closed session to apprise the Board of the information regarding the prospects. Mr. Manley answered that he could do that and already maintained that data internally at the JIDA office.

OLD BUSINESS

WEBSITE

Mr. Manley reported that the website went live on Tuesday, July 21, and noted that there are a stack of edits that the Joint IDA office submitted that needed to be corrected and added that the site should be back up by the evening of Friday, July 24. He noted that this was a tremendous project and that most of the pages are new which took a lot of typing and research. The project was behind around 20 days which was not bad since similar projects in our area are behind around two years or more. Mr. Manley added that there was about a ten day lag because the Joint IDA did not legally have access to the domain name and had to send documentation in to get control of it again so it could be moved over to the new host to get all of the content in. He noted that he was told by the designer, as well as the advertising group, that this site was one of the best that they have ever done and that they intend to enter it into competitions. Mr. Manley added that what he has planned next month because there are still edits being done is to bring either a TV, screen, or monitor to the Board meeting to allow the Board to look at the site and hit the high points and then invite Board to go through the assist with any suggestions for changes or updates that they feel appropriate or are needed. Chairman Kause asked if the site was up to date on photos of the Board. Mr. Matthews stated that he had completed taking the pictures prior to today's meeting.

STARTUP WYTHE IN UPDATE

Mr. Matthews updated the Board on the *Startup Wythe In* project. He noted that the applications process closed on July 14 and the committee had the opportunity to go through all 23 applications and that they were surprised that they had received that many. The committee got together and went over the 23 and has narrowed those down to finalists. He added that one of the committee members will be calling each of the six finalists that will continue on to their mentorship process to make sure that they are still interested and that they can comply with all of the rules being downtown with the timeline and be able to attend all of the meetings. Mr. Matthews noted that at this time there is another two months until the winner is announced and within the next month the finalists will be assisted with their business plans and will be meeting with their mentors. He added that there will be other specialists and experts from various fields, such as business marketing and financing, who will be coming in to help them to understand better what they need to be considering. Mr. Matthews stated that in early September there will be a dry run for the presentations where they can get some feedback and be prepared for the judges at the end of September. Mr. Matthews noted that sponsorship funds are still being received and that the prizes may be upgraded depending on the funds. He added that at present there is \$15,000 in private funds that have been contributed by business and citizens and there are hopes of raising more to bump up the prizes.

Chairman Kause stated that this program is great and he is so glad that there were so many applicants and response. Mr. Manley mentioned that there were some fantastic and strong applications and to be able to raise almost \$15,000 in private dollars from local businesses and citizens is good and they have intentions of raising more.

Mr. Matthews reminded the Board that there is another business competition in Rural Retreat and that the Chamber is working with them.

Chairman Kause asked Ms. Atwell if she would like to discuss her interview with Danny G talking about the Business Challenge in Rural Retreat. Ms. Atwell stated that it is pretty much self-explanatory in the press release that she had forwarded to everyone and has others if the Board would like have further information. She noted that it is the Better Business Plan that is being put together that will have grant money and other initiatives. There will be six classes where participants will share their ideas. Ms. Atwell noted that the focus that they have to keep in mind is for the Rural Retreat Downtown Revitalization because some of the grant money, the restrictions through the DHCD and Mt. Rogers PDC, they want to focus on businesses being or locating downtown. However, the classes are open anyone who wants to participate. If you are a business that you just started up and you want information on marketing, or you want more details on a business plan, or maybe you want more information about legal accounting, or cash flow, if you go through the class you will still be able to receive some of these incentives that will be available. The grant money that will be provided, as a priority, will have to be used for the businesses locating downtown. It does not mean that they all will be, there are others that they can also look into, but any business in Wythe and Bland will get some of these incentives. Chairman Kause stated that he enjoyed hearing Ms. Atwell on the radio and thought her presentation was well done.

REVOLVING LOAN FUND UPDATE

Ms. Manley reported that there have been a number of inquiries during the past month, more than six, but less than one dozen. He noted that he has emailed out applications and people have come by or asked questions about it. Mr. Manley mentioned that he has gotten one loan application in and he will try to get the Loan Committee together prior to the August Board meeting. He noted that a lady called on Wednesday, July 22 and asked if it was too late to submit an application for the month of July and he stated that it was, but noted that there will likely be two, but perhaps more than two that will require review in August. Mr. Manley stated that all loan payments are being made on time as scheduled, all loans have been disbursed, and things are on schedule as best as the Joint IDA staff can tell.

Ms. Atwell stated that she had a couple of questions. She mentioned that back in September the Revolving Loan Committee had gotten together and some of the requirements would be a business. She stated that she knew that issue came up in the last loan application for Mr. Jensen plan and she stated that Mr. Manley didn't required him to have a business plan. Ms. Atwell stated that she thinks for continuity and consistency that the committee need to say that is open and not the wording to complete and application as well as a business plan. She noted that one of the forms checklist has a business plan and other. She thinks that the Board needs to be consistent and make it clear if the Board is requiring a business plan or not requiring a business plan or that is one of the optional things and bring it back and use it as to what we base our recommendations on.

Ms. Atwell thanked Ms. Crockett for sending the information on the detailed transaction for the Revolving Loan Funds and mentioned the only thing is that Mr. Jensen's information does not show on the detailed transaction. Mr. Manley stated that Mr. Jensen has not made a payment as of yet. Ms. Atwell asked if the information would include where the check was disbursed. Mr. Manley stated that the Joint IDA staff will provide all relevant information regarding Mr. Jensen's loan. Chairman Kause stated that it was on the balance sheet and Ms. Atwell

stated that it was not on the detailed transaction and balance sheet it should be on there. Mr. Manley stated that if it needs to be there the staff will make sure that the Board has the information as needed. Ms. Atwell noted that having the transaction form July 14-15 it helps you keep track of the payments and thinks it is helpful. Chairman Kause stated that what Ms. Atwell is asking is that all of the transactions from the start should show on the report. Ms. Atwell would like to have a running balance of all loans, from disbursements to payments. Other discussions involved the detailed transaction sheet and the Joint IDA staff agreed to provide any information that Ms. Atwell requires.

Mr. Pack asked a question regarding the business plan for revolving loans. Ms. Atwell reiterated her thoughts and it was discussed further. Ms. Atwell stated that in the future it needs to be clarified as to whether business plans are required for revolving loans. Chairman Kause stated that this information will be brought up in the next loan committee meeting and discussed and brought back to the JIDA Board.

OTHER

Financial report – Ms. Atwell wanted to point out that the \$360.00 that the new reports shows that the information has been categorized as Golf Tournament. Ms. Crockett stated the amount was for interest during the June meeting. Mr. Manley noted that the correction was income, but should have been reclassified for the golf tournament instead of interest and since been corrected.

Chairman Kause stated that the current actual expense will change as they occur. Mr. Manley stated that they would that each report shows where we stand for the year. Ms. Atwell pointed out that this amount had not changed since January, but the Joint IDA actually had director compensation pay in the budget and it was not categorized in the correct expense line item. Mr. Manley stated that there was not an expense for the directors' salaries at the moment because an invoice has not been received for July. Ms. Atwell stated that it is not categorized for 2014-2015 and she feels that it should have been put under directors' compensation pay or and not categorized and not charged to that line item. Mr. Manley mentioned that the directors' salaries will be broken out during the 2015-2016 budget year and carried forward.

Ms. Atwell had another question regarding the budget where what was approved has changed and is different. Mr. Manley stated that Rural Retreat decided not to reduce their contribution to the Joint IDA and is giving the full amount asked for, so figures had to be adjusted to reflect that change. He mentioned that an extra \$4800 was received beyond earlier projections and that the only budget change was to add that money to it. Mr. Manley asked if it was the Boards pleasure the revised budget could be adopted. Chairman Kause asked if there was a motion to adopt the new budget. Mr. Silva, seconded by Mr. Mabe, to adopt the revised budget as presented. Chairman Kause asked if there was any further discussion or questions. There being none, the motion passed unanimously.

Mr. Manley asked that Mr. Silva carry back to the Town of Rural Retreat the appreciation of the Joint IDA.

NEW BUSINESS

PROJECT UPDATES

None

OTHER

Elected Officials Guide – Mr. Manley stated that he would like to point out information in the Elected Officials Guide which was updated and was distributed to the Board members prior to the meeting. He noted that on page 13 the case study regarding Progress Park. He added that a copy of the guide goes to all officials around the state and federal officials also. The guide will be hand delivered to the Board of Supervisors and Town officials so they will have their own copies. Mr. Manly pointed out the information on page 29. He has previously spoken about the importance of regional organizations and stated that if they would look down into the center of the page there is information there that is not like the other and sort of sticks out.

Appalachian Cast and others – Ms. Atwell asked if there were any discussion regarding Appalachian Cast and others. Mr. Manley stated that he would have to go into closed session. Chairman Kause asked Ms. Atwell if she wanted to go into closed session. Mr. Manley stated that if he was only going to speak about Appalachian Cast and nothing else that it could be done without going into closed session. Ms. Atwell stated she only asked about Appalachian Cast. Mr. Manley stated that he can say that full payment has been made to the TICRC. Wythe County's performance date has not passed yet, that will be handled at the first of the year because the Joint IDA cannot until then. He mentioned that the full amount was paid by Appalachian Cast the day after it was requested it and the Joint IDA overnighted the check to the Tobacco Commission. The Tobacco Commission was impressed with the fast turnaround and stated that it was a rarity. Ms. Atwell asked if they had explained what

the Joint IDA had talked about the workers being recorded in Abingdon rather than Wythe County. Mr. Manley stated that the never had enough in either place to meet the requirements of the performance agreement and noted that even if they had assigned them properly they still did not have enough to cover the requirement.

Ms. Atwell asked about Evatran. Mr. Manley stated that he was speaking about them when he mentioned that he would have to go into closed session. Ms. Atwell stated that she did not know what the updates were, but asked the Board if they wanted an update on Evatran. Mr. Manley noted that there has not been any additional activity, but if it was discussed the Joint IDA would need to go into closed session. Chairman Kause stated that it would be placed in the Closed Session at the August meeting.

Oath of Office – Ms. Atwell mentioned the Board discussing the Oath of Office in the last Board meeting for the Wythe County representatives on the Joint IDA Board and stated that Wythe County does require that they take the Oath of Office. She mentioned that they could go to the Clerk of Court’s office to do that.

ADJOURN

There being no other business, Mr. Kause adjourned the meeting at 4:20 p.m.

David Kause, Chairman

Attest:

Virginia M. Crockett, Secretary