

**BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**

Board of Directors Meeting  
116 West Hicks Street – IDA Office  
Lawrenceville, Virginia 23868  
May 15, 2018 @ 6:00 P.M.

**IDA Board Meeting Minutes**

**The following Board Members were present:**

Mr. Michael Dotti, Chair  
Mr. Ray Thomas, Secretary/Treasurer  
Mr. William Brown, Member  
Mr. Bill Hudson, Member  
Ms. Gloria Wesson Menyweather-Woods, Member

**The following were absent:**

Mr. Morris Taylor, Vice-Chair  
Mr. Henry Robinson, Member  
Dr. Charlette Woolridge, County Administrator  
Ex-Officio Member  
Ms. Diane Ashley, Ex-Officio Member  
Mr. Buck Brockwell, Ex-Officio Member  
Mr. Ben Spence, Ex-Officio Member

**Other officials/guests present:**

The Honorable John Zubrod, Vice-Chair, Brunswick County  
Board of Supervisors, Meherrin District  
Mr. Carthan Currin, Economic Development Director,  
Brunswick County

**I. Call to Order**

The Chair called the meeting to order at 6:00 p.m.

**II. Invocation and Pledge of Allegiance**

The Chair asked everyone join him in the Invocation and Pledge of Allegiance to the United States flag.

**III. Approval of Agenda**

The Chair requested that Item “VII. New Business:” E. First Citizens Bank Resolution and F. Ex-Officio Members be added to the Agenda.

**Motion:** Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve the agenda with the addition as requested.

**Upon vote of those present, the motion was unanimously carried.**

**IV. Citizens Comments - None**

**V. Approval of Minutes**

*Regularly Scheduled Meeting – April 10, 2018*

**Motion:** Mr. Ray Thomas moved, seconded by Mr. William Brown to approve the minutes of the April 10, 2018 Regularly scheduled meeting.

**Upon vote of those present, the motion was unanimously carried.**

**VI. Consent Agenda**

**A. March 2018 Financial Report**

**B. April 2018 Checkbook Register**

**Motion:** Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve the March 2018 Financial Report and April 2018 Checkbook Register as submitted.

**Upon vote of those present, the motion was unanimously carried.**

**VII. New Business**

**A. First Citizens Bank Resolution**

**Motion:** Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to remove Anne D. Burke, IDA Finance Manager from the current First Citizens Bank Resolution and add Gwen Painter representing Creedle, Jones & Alga, PC as the Finance Manager for the Brunswick IDA.

**Upon vote of those present, the motion was unanimously carried.**

**B. Ex-Officio Members**

The IDA Chair asked that a letter be sent to each of the Ex-Officio members requesting their participation at monthly IDA Board meetings.

**C. RFP – Renovation of Upstairs at IDA Office**

The Chair said there are two floors above the IDA office that he would like to see renovated into apartments that would generate additional income to the IDA. He said a Request for Proposal to have the renovation work done will be advertised for contractors to submit their proposals and costs to complete the renovation project.

**D. RFP's – Industrial Parks**

Mr. Ray Thomas moved, seconded by William Brown to approve four separate Request for Proposals to have landscaping, grading, seeding and bush hogging work performed at the Brunswick Industrial Park and the I-85 Business Park.

**Upon vote of those present, the motion was unanimously carried.**

**E. Photo Contest**

The Chair said plans are underway to have Brunswick County citizens submit a photo showcasing activities and things to do in Brunswick County. He said the photos would be displayed on the monitor in the IDA front window and a winner would be announced later in the summer.

**F. Office Visa Card**

Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to remove Anne D. Burke, IDA Finance Manager, from the IDA office visa card and add Melissa A. Boucher, IDA Office Manager, to the IDA office visa card.

**Upon vote of those present, the motion was unanimously carried.**

**VIII. Old Business**

**A. 2009 Ford Escape**

Ms. Gloria Menyweather-Woods moved, seconded by Mr. William Brown to donate the IDA owned 2009 Ford Escape to Brunswick County Government.

**Voting Aye:** Mr. William Brown, Mr. Michael Dotti, Ms. Gloria Menyweather-Woods

**Voting Nay:** Mr. Ray Thomas

**Upon vote of those present, the motion carried.**

**B. Two CD's**

The Chair said he met with Mr. Chuck Bradshaw of LPL Financial Services and he recommended investing the two cd's in short term government bonds for a minimum of 18 months. The Chair said he was going to ask Mr. Bradshaw to attend the next IDA Board meeting to discuss investment options with the entire Board.

**C. IDA By-Laws**

Mr. Ray Thomas moved, seconded by Mr. William Brown to accept changes made to the IDA By-Laws pending approval by an Attorney.

**Upon vote of those present, the motion was unanimously carried.**

**D. Purchase Orders**

The Chair recommended that a purchase order be used for all purchases made over seventy-five (\$75.00) dollars. He said a purchase order policy would secure IDA funds and serve as a cross reference on purchased items.

**E. I-85 Billboard**

Mr. William Brown moved, seconded by Ms. Gloria Menyweather-Woods to use the I-85 billboard in Alberta for marketing Brunswick County and costs to use the sign not to exceed \$1,000.

**Upon vote of those present, the motion was unanimously carried.**

**IX. Chairman's Report**

The Chair gave a brief overview of work that is being done as the IDA continues to move forward. He said another article is being planned for the local newspaper regarding current activities and projects the IDA has planned to keep the community informed of IDA activities. He said he is working closely with the Emporia YMCA to bring a YMCA to Lawrenceville. He also said he is working closely with the Town of Lawrenceville to bring businesses and revitalize downtown.

**X. Committee Reports**

**A. Personnel** – No report

**B. Finance** – No report

**C. Property** – Commercial Solutions, a Raleigh, NC. Roofing company, made the necessary repairs to a drainpipe and roof at Dr. Ackerman’s office. The work includes a one-year warranty.

**D. Marketing** – The IDA now has a Facebook page and it is being used to promote local businesses and community events.

**XI. IDA Board of Directors’ Comments - None**

**XII. Closed Session – None**

**XIII. Adjournment**

**Motion:** Mr. Ray Thomas moved, seconded by Mr. William Brown that the meeting be adjourned.

**Upon vote of those present, the motion was unanimously carried.**

The May 15, 2018 Board of Directors’ Meeting of the Brunswick County Industrial Development Authority was adjourned at 6:45 p.m.