

## Industrial Development Board

Madison Municipal Building - Conference Room 130

### December 2, 2013 Regular Meeting - Minutes

Chairman Thorpe called the meeting to order at 4:30 p.m.

#### I. Roll Call:

- a. **Board Members Present:** Chairman Taron Thorpe, Vice Chair Jerry Jennings, Secretary/Treasurer David Cochran, Ron Klein, Richard Knox, Chuck Makarov and Bobby DeNeefe.
- b. **Additional Attendees:** Council Liaison Mike Potter; Mark Maclin; Chuck Brand; Amy Bell, Director, Planning & Economic Development; Gina Romine, Recording Secretary and Planner I.

#### II. Minutes from Regular Meetings

- a. Minutes from the November 4, 2013 Regular Meeting. Mr. DeNeefe moved to approve the minutes as written. Mr. Knox seconded the motion. The vote was unanimous in favor. **Motion carried.**

#### III. Financial Report

- a. Secretary/Treasurer Cochran presented the financial report to the Board. The Board discussed the revenue and expenditures for the year and the increase in expenditures for 2013 to promote the Industrial Development Board and recruit new industries. Mr. DeNeefe moved to approve the financial report as presented. Mr. Klein seconded the motion. The vote was unanimous in favor. **Motion carried.**

#### IV. Other Business

- a. **Contract with Wilmer & Lee for Legal Services** – Mark Maclin, attorney for Wilmer and Lee who will be representing the Board discussed the Open Meetings Act and presented an outline for discussion. Mr. Maclin discussed various aspects of the Open Meetings Act to include: sub-committees, notice of meetings, email and phone correspondence, voting procedures, and executive sessions. Mr. Maclin also presented a version of Rules of Procedure for the Board to review and discussed the necessity for the Board to adopt a form of these rules.
- b. **Contract with Barnes Blackwell & Co. for Accounting Services** – Chuck Brand who will be representing the Board discussed the assets and liabilities of the Board and that he would be working the Board to obtain an accurate financial sheet. The Board discussed the past financial issues. Mr. Maclin and Mr. Brand will be coordinating to determine any further steps needed to establish all necessary documents and information the Board may need.
- c. **Approval of Funding for Red Sage Marketing (folded business card & postcards)** – Director Bell presented an example business card that contained data related to the City of Madison which would be beneficial in talking to potential industries and businesses. Mr. DeNeefe discussed the importance of the item to be business card size. Director Bell stated that the SEDC conference will be held in Dallas, Texas in April and from the feedback received at the Industrial Business Collaboration meetings this was an event that was beneficial to continue to attend each year. Director Bell also discussed sending postcards to site selectors prior to the conference. The Board discussed the cost versus benefit of the postcards and business cards. Mr. Klein moved to approve an amount up to \$750.00 for the design of the 2 postcards and

folded business card. Mr. DeNeefe seconded the motion. The vote was Chairman Thorpe, Vice Chair Jennings, Mr. DeNeefe, Mr. Klein, Mr. Knox and Mr. Makarov in favor. Secretary/Treasurer Cochran opposed. **Motion carried.**

- d. **Other Business** – Director Bell stated that she had received a certified letter from the State of Alabama that indicated Matsumoto was requesting a six (6) month extension on their Sales and Use Abatement from the State. Chairman Thorpe discussed the need for election of officers and adoption of the Rules of Procedures at the January meeting.

V. **Adjournment** – There being no further business before the Board. The meeting adjourned at 5:55 p.m.

  
Taron Thorpe, Chairman  
City of Madison Industrial Board

  
Attest: Gina Romine