

MINUTES
Taylor Economic Development Corporation
December 2, 2013

The Board of Directors of the Taylor Economic Development Corporation (TEDC) met in Special session on Monday, December 2, 2013, at 4:30 p.m. in the TEDC Office Library at 700 N. Main Street, Taylor, Texas.

In attendance:

Christine Lopez, Chair	Sean Stockard, President/CEO
Kelly Cmerek, 1 st Vice Chair	Traci Anderson, VPCI
Clark Jackson, Treasurer	
Chris Osborn, Secretary	
Cordell Bennigson, 2 nd Vice Chair	
Guests:	
Scott Green	

Call to Order: Chair Christine Lopez called the meeting to order at 4:34 p.m. and declared a quorum.

Christine Lopez asked for citizen communication and none were presented.

1. Approve minutes from October 30, 2013 Board Meeting (Lopez)

Traci Anderson apologized but was unable to prepare the minutes and asked if they could be tabled until next week. Minutes were tabled.

2. Review cash flow projection; discuss and consider accepting October 2013 Financials (Jackson)

Traci Anderson stated that the financials were in the board packet. Clark Jackson stated he was just seeing them for the first time. Traci mentioned that there are Notes Receivables on the balance sheet that are still showing they have not been paid but knows they have been and needs to look to see what they were coded to. Burrows is also showing an outstanding \$8,064 but this is not something we can budget for so not sure why this is showing up here and need to look at this further. The total Notes Receivable should total \$0. The auditor is coming on Wednesday and will maybe have some answers on these questions.

Christine Lopez asked if we were following up on reports needed from the agreements. Traci mentioned that she was not sure what the reporting requirements were and something that Christine Radosti was working on putting together.

Traci hopes to find out more speaking with the auditor. Financials were tabled.

3. Discuss and action regarding Administration open position (Stockard)

Sean stated that we need to hire an administrative position in the office. Created a job description based on what others have done and our needs, and someone who understands

Quickbooks, payroll, accounts receivables, as well as administrative support. Need someone with experience especially with financials since decided to keep finances in house.

Christine Lopez asked what would be the pros and cons of keeping it in house. Her concerns is if wanting someone with experience, we will not get them at a cheap rate and will continue to have issues of someone just trying to do the work but really doesn't understand it and as soon as they find another higher paying job, they will jump ship. Sean mentioned that a monthly service would be rather expensive to do the books; does not know for sure but just guessing. We need the commitment and longevity of someone if going to keep it in-house.

Sean stated this person will be doing a lot and need someone who will be full-time and be an exempt position to not be cumbersome on keeping track of hours and making sure they stick with the 40 hours. Christine Lopez needed to be careful with exempt position and the title.

Christine Lopez asked if Sean had contacted someone outside to do the financials. Sean stated he met with two people but did not pursue anything because looked like wanted to do it in-house so never went anywhere with it.

Kelly Cmerck thinks we could get an outside service for about \$500 per month for about 30-40 transactions per month plus a few extra transactions.

Christine Lopez is concerned about finding someone who speaks Quickbooks and understands the financials.

Traci Anderson mentioned that Hutto had approximately 90 applications.

Post without a salary range and ask them what they would indicate as a salary. Sean mentioned that Workforce Solutions may have a test that can be done.

Sean mentioned that we have been contracting with Enochs Lawfirm's administrative, Elaine, for our financials.

Christine Lopez stated she would not have an issue paying the \$20 range if find someone with the skills. Sean will make an internal note to cap at \$20/hour.

Christine Lopez moved to have Sean place the job description in to motion to find a valid candidate for the Taylor Economic Development Corporation staff in the Administrative Assistant position utilizing the guidelines discussed; wages up to \$20 per hour; any more than \$20 per hour needs to be brought back to board.

Cordell Bennigson seconded the motion; motion passed.

Ayes: 4 Nays: 0

Clark Jackson asked about the BRE position. Sean stated that this was left off the agenda on purpose. Cordell Bennigson will not be applying to renew his term for the board so wanted to wait until the next meeting where there will be a mini strategic BRE program review with the full new board. This will be a new position in the organization and will have to be approved and a job description created. Clark asked what the functions of this job description will be. Sean stated would need to utilize E-Synchronist and interview all the businesses in the community to gather feedback to get an idea on problems facing and how we can help or

direct assistance too. Then have monthly or annually follow-up. This will be its on program for the organization.

Chris Osborn mentioned that it may be a good idea to speak with Leland Enochs to find out if this position can even be exempt and if so what those qualifications are and if the title will need to be created; worth the time and money to look in to this further.

4. BRE Report (Anderson)

a. See printed report for more details

Traci Anderson mentioned that she has been working with the auditor; Industry Appreciation luncheon coming up on December 10; annual report of Impressions magazine is in the final stages; working with a couple of companies on their expansion plans; Quickbooks class next month.

5. Commerce & Industry (Anderson)

a. See printed report for more details

Traci Anderson stated leads have been slow due to time of year but the spreadsheet is updated; see date reminders of upcoming events.

6. CEO Report (Stockard)

a. See printed report for more details

Sean Stockard stated the majority of time has been spent on TEEX community plan and should have this completed to unveil in February; met with Temple College and TSTC and Taylor ISD regarding to vocational needs; TISD is in charge of a vocational coop with some of the local high schools; three new vocational programs that will be started and offered in Taylor; interested in helping with the unemployed and under-employed specifically in Taylor and hopefully growing to larger regional effort; after first of year have Temple College and TSTC sit down with local industry after first of year and find out what needs actually are; some curriculums are already in place and just need to let local businesses aware of them; met with Taylor Iron and working with him on a package to possibly double their size; had a meeting with Don Quick and a development company called EBCO and wants to put resources toward developing land and spec buildings; local communities are doing the same; have EBCO come to talk to board after the first of the year to discuss partnering with the TEDC to build spec building so we have something to market; more leads are preferring already existing buildings; 35k -50k square feet are the ideal sweet spots; save up to develop Walnut Creek; HDI is looking at using the state's Business Product Loan Fund

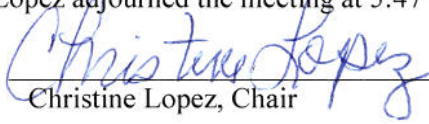
Traci Anderson mentioned that Austin Lighthouse is leasing out 150,000 sf of warehouse space, but the entire building is still on the market for the Big Industrial Building.

7. Feedback (Board)


Chris Osborn stated that with a heavy heart he will be tendering his resignation from the board. Not at liberty to disclose why but it has been a pleasure serving on the board. This is effective immediately but still plans to be involved in the retention portion of the TEDC.

Christine Lopez stated to Cordell Bennisson that the board appreciated him being on the board. Cordell stated that he has enjoyed it and sincere in being able to participate in other ways.

Adjournment: There being no further business, Chair Lopez adjourned the meeting at 5:47 p.m.


Christine Lopez, Chair

Attest:


Traci Anderson, VPCI