



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes for December 6, 2023

A. CALL TO ORDER

Chairman JC Stubbs called the Regular meeting of the Copperas Cove Economic Development Corporation to order at 12:07 p.m.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

JS Stubbs led the Invocation and the Pledge of Allegiance.

C. ROLL CALL

Roll call led by Brittany Sanders, Workforce Development Specialist

*Present: JC Stubbs, Chairman
Ted Gonzalez, Secretary
David McPhail, Treasurer
Anthony Martinez, Director*

*Fred Welch, Executive Director
Brittany Sanders, Workforce Development Specialist
Sean Stevens, Senior Director, BRE
Anne Seneca, Special Projects Coordinator
Barbara Boulware-Wells, Legal Counsel*

*Absent: Bradi Diaz, Vice Chair
Fred Chavez, Council Liaison
Sheena Tanner, Marketing Director*

D. ANNOUNCEMENTS

- *Fourth Annual Forge University Research Park and Innovation District Summit Meeting- January 9, 2023*
- *Summitt meeting- December 13, 2023*

E. CITIZENS FORUM

At this time, citizens will be allowed matters other than personnel matters, matters under litigation, or matters on the regular agenda, for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section.

F. CONSENT AGENDA - All matters listed under this item are considered to be routine by the EDC Board of Directors and will be enacted by one motion. There will not be a separate discussion of this item. If discussion is desired, that item will be removed from the consent agenda and considered separately.

1. Consideration and action on approval of minutes for the Regular Meeting held on November 1, 2023. **Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC.**

Secretary Ted Gonzalez made a motion to approve Agenda Item F1. Director Anthony Martinez seconded the motion and with a unanimous vote, the motion carried.

G. PUBLIC HEARINGS

None

H. ACTION ITEM

1. Consideration and action on approving Resolution # EDC 2023-12 to elect officers for the Copperas Cove EDC Board of Directors, as per Bylaws. **Fred Welch, Executive Director, Copperas Cove EDC.**

Chairman JC Stubbs made a motion to appoint himself as the CCEDC Chairman, Bradi Diaz as the CCEDC Vice Chairman, Ted Gonzalez as the CCEDC Secretary, and David McPhail as the CCEDC Treasurer. Director Anthony Martinez seconded the motion and with a unanimous vote, the motion carried.

2. Consideration and action on approving the Profit and Loss report for the month of September 2023. **Fred Welch, Executive Director, Copperas Cove EDC.**

Secretary Ted Gonzalez made a motion to approve Agenda Item H2. Chairman JC Stubbs seconded the motion and with a unanimous vote, the motion carried.

3. Consideration and action on approving the Profit and Loss report for the month of October 2023. **Fred Welch, Executive Director, Copperas Cove EDC.**

CCEDC Board of Directors tables agenda Item H3 for the next meeting due to Sales Tax Income not being allocated.

I. EDC REPORTS FROM STAFF, OUTSIDE ENTITIES, ADVISORY COMMITTEES, AND BOARDS

II.

- *Executive Director Fred Welch gave an update on the following topics listed below:*
 - *CRM Software update.*
 - *Project update.*
 - *Fort Cavazos Rail Study update.*
 - *OLDCC meeting on December 7th.*
 - *Update on EDA Grant for infrastructure on property adjacent to the Narrows Business and Technology Park.*
 - *Business Retention and Expansion Plan of Work.*
 - *Upcoming Board Retreat.*

- *Upcoming Retail Attraction event in January.*
- *Upcoming Road Show in February*
- *Upcoming IEDC Conference*
- *Senior Director, BRE Sean Stevens gave an update on the following topics listed below in the absence of the Marketing Director Sheena Tanner:*
 - *Recap of EDI Conference in November*
 - *Recap of Small Business Saturday*
- *Workforce Specialist Brittany Sanders gave an update on the following topics listed below:*
 - *Hirecove Facebook page*
 - *Upcoming Job Fairs*
- *Senior Director of BRE, Sean Stevens gave an update on the following topics listed below:*
 - *Update on CRM software evaluations.*
 - *Relaunching the BRE campaign.*
 - *Update on the collaboration with a business intelligence software (Size Up).*
 - *Zoom prospect update.*
 - *Inquiring about the downtown property for a potential entrepreneurship center.*
 - *Sales Tax Workshop update.*

J. ITEM FOR FUTURE AGENDAS

- October Financials
- Board Retreat Dates

K. EXECUTIVE SESSION CONVENED AT 12:38 P.M.

1. Pursuant to §551.087 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect to locate, stay, or expand in the Narrows Business and Technology Park. **Project Hometown Hero**

L. RECONVENE INTO OPEN SESSION at 12:48 P.M. FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN THE EXECUTIVE SESSION

Chairman JC Stubbs made a motion to execute an option agreement with the Developer of Project Hometown Hero. Treasurer David McPhail seconded the motion and with a unanimous vote, the motion carried.

M. ADJOURN

Chairman JC Stubbs adjourned the meeting at 12:48 p.m.

ATTEST:

Brittany Sanders, Workforce Development Specialist

Ted Gonzalez, Secretary