



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes for March 6, 2024

A. CALL TO ORDER

Chairman JC Stubbs called the Regular meeting of the Copperas Cove Economic Development Corporation to order at 12:09 p.m.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Fred Welch led the Invocation and the Pledge of Allegiance.

C. ROLL CALL

Roll call led by Brittany Sanders, Workforce Development Specialist.

<i>Present: JC Stubbs, Chairman</i>	<i>Sean Stevens, Senior Director, BRE</i>
<i>Bradi Diaz, Vice Chairman</i>	<i>Sheena Tanner, Marketing Director</i>
<i>David McPhail, Treasurer</i>	<i>Brittany Sanders, Workforce Development Specialist</i>
<i>Anthony Martinez, Director</i>	<i>Anne Seneca, Special Projects Coordinator</i>
<i>Fred Welch, Executive Director</i>	<i>Barbara Boulware-Wells, Legal Counsel</i>

Absent: Ted Gonzalez, Secretary
Fred Chavez, Council Liaison

D. ANNOUNCEMENTS

- State of the City- Thursday, March 7, 2024, from 5:30 pm to 7:00 pm at the Copperas Cove Civic Center*
- Quarterly Summit Meeting- Wednesday, March 20, 2024, at 3:00 pm at the Copperas Cove Technology Building*
- Chamber Banquet- Saturday, March 23, 2024, from 6:00 pm-11:00 pm, at the Holy Family Social Hall*
- Spring Pop-up Market- Friday, March 30, 2024, from 10:00 am-4:00 pm, in Downtown Copperas Cove*

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 January 24th, 2024. **Anne Seneca, Special Projects Coordinator, Copperas Cove EDC.**

Treasurer David McPhail 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 the Profit and Loss report for the month of December 2023. **Fred Welch, Executive Director, Copperas Cove EDC.**

Treasurer David McPhail made a motion to approve Agenda Item H1. Vice Chairman Bradi Diaz seconded the motion and with a unanimous vote, the motion carried.

2. Consideration and action on approving Resolution # EDC 2024-01 accepting the Quarterly Investment Report as presented for the quarter ending December 31, 2023, per the Investment Policy. **Fred Welch, Executive Director, Copperas Cove EDC.**

Vice Chairman Bradi Diaz made a motion to approve Agenda Item H2. Treasurer David McPhail seconded the motion and with a unanimous vote, the motion carried.

3. Consideration and action on crafting and publishing an RFP to assist and develop a Strategic Planning for the Copperas Cove Economic Development Corporation. **Fred Welch, Executive Director, CCEDC**

Chairman JC Stubbs made a motion to authorize the EDC Director to craft and publish an RFP to assist with the development of a Strategic Plan Treasurer David McPhail seconded the motion and with a unanimous vote, the motion carried.

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

- *Executive Director Fred Welch gave an update on the following topics listed below:*
 - *Select USA Conference on January 17th.*
 - *Update on the ICSC Conference on January 23rd.*
 - *IEDC Leadership Summit held on February 5th.*
 - *Recap of Board Retreat held on February 14th.*
 - *Update on open projects.*
 - *Fort Cavazos Rail Study update.*

- *Marketing Director Sheena Tanner gave an update on the following topics listed below:*
 - *Economic Excellence Award*
 - *Website Update*
 - *Size up launch date and update*
 - *Update on the design for the State of the City Banner.*
 - *Update on the Chamber of Commerce Community map.*
 - *Recap of Sales Tax workshop.*

- *Workforce Specialist Brittany Sanders gave an update on the following topics listed below:*
 - *Recap of the meeting with the Texas Veterans Commission on February 15th.*
 - *Recap of meeting with Fort Cavazos Transition Assistance Program on February 21st.*
 - *Update on the Copperas Cove Regional Career Fair on July 17th.*
 - *Upcoming NAWDP Conference in San Antonio.*

- *Senior Director of BRE, Sean Stevens gave an update on the following topics listed below:*
 - *Update on the ICSC Conference on January 23rd.*
 - *IEDC Leadership Summit held on February 5th.*
 - *Business Round Table*
 - *Business Climate Survey*
 - *Relaunching the BRE campaign.*

- *Special Projects Coordinator, Anne Seneca gave an update on the following topics listed below:*
 - *#ShopCove Quarterly Pop-up Market held on March 30th.*

J. ITEM FOR FUTURE AGENDAS

K. EXECUTIVE SESSION CONVENED AT 12:53 P.M.

1. Pursuant to Section 551.074 of the Texas Government Code to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; regarding contracts of a public officer or employee. **(Fred Welch, Executive Director)**

2. Pursuant to §551.072 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss or deliberate the purchase, exchange, lease, or value of real property. **Narrows Business & Technology Park Phase II – (Mashburn Drive expansion)**

3. Pursuant to §551.072 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss or deliberate the purchase, exchange, lease, or value of real property. **(Entrepreneur Center)**

L. RECONVENE INTO OPEN SESSION at 1:23 P.M. FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN THE EXECUTIVE SESSION

1. *Director Anthony Martinez made a motion to extend Executive Director Fred Welch's contract and approve the following pay discussed in Executive Session. Vice Charman Bradi Diaz seconded the motion and with a unanimous vote, the motion carried.*
2. *No action was taken on item K2.*
3. *No action was taken on Item K3.*

M. ADJOURN

Chairman JC Stubbs adjourned the meeting at 1:24 p.m.

ATTEST:



Brittany Sanders, Workforce Development Specialist



Ted Gonzalez, Secretary