

State of Texas
City of Junction
Economic Development Corporation

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* **Called Meeting – February 17, 2016**
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The Junction Texas Economic Development Corporation met for a called meeting at 5:00 p.m. on Wednesday, February 17, 2016, in the City Hall Meeting Room with the following Board members present:

President: Polly Robinson

Vice President: Mindy Supak

Secretary: Carol Neiman

Directors: Ron Fuquay, Jean Jacoby, Michael Townsend, and Nicholas Lumbley

Mayor Russell Hammonds was present at the meeting.

President Robinson called the meeting to order at 5:04 p.m., and guest Russell Hammonds gave the invocation.

Public Forum: No one requested an opportunity to speak in the time allotted.

Resignation of office manager Amber Morales: Office Manager Amber Morales submitted a letter of resignation on February 9, 2016, which was copied to all board members. Jean Jacoby moved that Morales' resignation be accepted, and Mindy Supak seconded. Morales' resignation was regretfully accepted by unanimous vote.

Daily office operations: Director Carol Neiman offered to keep the office open from 12:30 – 2:30 weekdays in the coming weeks. In addition, Morales has expressed her willingness to come in and assist with the transition on Mondays and Fridays, and to train her eventual replacement. It is unclear at the moment who will take on the Junction Texas Tourism Board portion of Morales' job, but that item is on the agenda for the coming JTTB board meeting. Jacoby moved that Morales' offer of assistance be welcomed and accepted; the motion was seconded by Neiman and approved unanimously.

Advertising for new office employee: In taking up the question of how and when to advertise for a new employee, several factors were considered during the discussion. It was the consensus of the board that the position offered should be permanent, not temporary. Neiman reminded the board that if the JTEDC grant application to the Citizens Institute on Rural Design is successful, there will be extra duties and responsibilities related to implementing the grant, stretching over several months to a year. By the end of February, the JTEDC will know whether it is among the finalists being considered. Robinson, Jacoby, and Townsend will work together on drafting a new job description for consideration by the board at the next regularly scheduled meeting on March 1, 2016.

Budget Modification – Printing/Advertising: Mindy Supak moved that \$1000 be transferred from reserves to the printing/advertising budget line item to cover unanticipated expenses for advertising, including a recent decision to advertise in the Texas Trails maps. The motion was seconded by Lumbley and approved unanimously.

Budget Modification – Historical Museum Grant: During FY 2014-2015, the EDC approved a grant to the Historical Museum in the amount of \$100,000, to be moved from reserves to the active budget account. This grant was subsequently approved by City Council. This item has, however, not been reflected in the current fiscal year’s budget. Jacoby moved to modify the budget to include the \$100,000 line item for the Historical Museum Grant. Supak seconded, and the motion passed unanimously.

JTEDC Management of Bill-Paying, Financial Management & Reporting: The board considered the matter that had been raised in the February 8, 2016 City Council meeting regarding whether the EDC should undertake the management and reporting of JTEDC finances including payment of bills and reporting to the City. Jacoby moved and Lumbley seconded the motion to take on such financial management tasks, and the motion carried unanimously. For the time being, only the office employee payroll function will remain with the City. This action by the board is subject to City Council approval.

Purchase and Installation of Accounting Software: Given City Council approval of this change in financial management and reporting responsibilities, a motion was made by Jacoby and seconded by Lumbley to purchase the needed accounting software and to hire an expert to set it up. Once the software is installed, all financial information will be entered beginning with Fiscal Year 2016.

Meeting adjourned at 6:04pm.

Carol J. Neiman

Carol Neiman, Secretary