

Brunswick Business & Industry Development Board Meeting
January 24, 2019, 11:00 AM Brunswick Electric Membership

Minutes

In attendance: Jason McLeod, Kris Ward, Evan Gore, Don Hughes, Dennis Ewald, Ann Hardy, Clint Berry, Bethany Welch, Commissioner Randy Thompson, Bill Early, Allen Bryant, Jill Chidester, Kevin Lackey, Commissioner Frank Williams, Shelbourn Stevens, Dr. John Ward. *Phone In:* Donna Phillips, Michael Rieves.
Absent: Jeff Earp

1. **Call to Order** (Jason McLeod, Chairman)
2. **Approval of Minutes from the November 15, 2018 Board Meeting** (McLeod)
 - 2.1 Action: Motion to approve the minutes as presented.
Motion: Dr John Ward
Second: Frank Williams
Vote: UNANIMOUS
3. **Finance Report** (Gore)
 - 3.1 Mr. Gore stated all items are in line with all expense items and is a solid report.
 - 3.2 Action: Motion to approve the finance report as presented.
Motion: Allen Bryant
Second: Don Hughes
Vote: UNANIMOUS
4. **Executive Committee Report** (McLeod)
 - 4.1 Mr. McLeod stated the Executive Committee met January 24, 2019. The committee voted to move forward with the approval of new board member Bethany Welch of Port of Wilmington, as recommended by former board member Cliff Pyron. Ms. Welch was approved per the by-laws by the Executive Committee.
 - 4.2 The Committee conducted an annual performance review with Mr. Early. The review was favorable and noted the accomplishments and tasks completed in 2018, and what is in the works for 2019.
5. **Presentation of 2019 Meeting Schedule** (McLeod)
 - 5.1 Mr. McLeod stated the 2019 meeting day changed to the fourth Thursday and only 8 meetings are required annually and meetings in 2019 will not occur in November or December due to the holidays.
6. **Discussion on BID Committees** (McLeod)
 - 6.1 Mr. McLeod stated more details for these committees will come after the strategic plan is received. The budget committee will start immediately to develop the new budget that need to be presented to the county. He noted the private sector committee is to expand in the area and get more people engaged, create new ideas for events, newsletter and anything else after the strategic plan is unveiled. The product development committee was formed from the need of more product on the ground. Dr. Ward inquired if there are any grants available in the county and Ms. Hardy and Mr. Early commented on the grants they are aware.
7. **Executive Director's Report** (Early)

Mr. Early presented a written report of his recent activities and a copy of the 2019 average private sector wages. Mr. Early noted \$25,000 from Duke Energy was received for Project Cooper. Brunswick BID will be assisting with planning FAM Tour Fall 2019, and currently working on recertification of two sites that are on a 2 and 4 year cycle. April 30-May 1 is the EDPNC Regional visit.

Mr. Early noted the consultants are getting closer to providing an internal draft within 2 weeks that he will review with the staff, have it finalized and bring the report to the Board. He noted the master copy will be kept in the office.

8. **Industry Appreciation Lunch** (Lackey) Mr. Lackey reviewed the lunch event, our goals for the event and the end survey results. It provided one on one contact and an opening for him to visit existing industries. Commissioner Williams commented it was a great event and Mr. Ward thanked Donna Phillips and Duke Energy for their sponsorship.
9. **Closed Session** (Lackey, Early)
10. **Next Meeting – February 28, 2019 – Location: ATMC**
11. **Adjourned**