

Brunswick Business & Industry Development Board Meeting
November 15, 2018, 11:00 AM
Novant Health Brunswick Medical Center Conference Room

Minutes

In attendance: Kris Ward, Evan Gore, Dennis Ewald, Ann Hardy, Clint Berry, Cliff Pyron, Commissioner Randy Thompson, Bill Early, Allen Bryant, Jill Chidester, Kevin Lackey, Commissioner Frank Williams, Shelbourn Stevens, Michael Reives, Dr. John Ward

Absent: Donna Phillips, Jason McLeod, Don Hughes, Jeff Earp

1. **Call to Order** (Kris Ward, Vice Chairman)
Mr. Ward thanked everyone for coming, introduced new staff member, Jill Chidester and asked the board members for round robin introductions. Mr. Ward thanked Shelbourn Stevens for hosting the meeting.

2. **Approval of Minutes from the October 18, 2018 Board Meeting** (Ward)
 - 2.1 Comment: Michael Reives wanted to inform BBID Board that his HR manager was asked to be on the Leland Innovation Park Board, to make sure there are no conflicts of interest.
 - 2.2 Action: Motion to approve the minutes as presented.
Motion: Allen Bryant
Second: Dr. John Ward
Vote: UNANIMOUS

3. **Finance Report** (Gore)
 - 3.1 Mr. Gore stated all items are in line with budget. Mr. Early noted the amended budget with a new line item for the bank charges.
 - 3.2 Mr. Gore reported on the audit, stating it was clean audit with a profitable year. He noted there are items that were budgeted and not spent last year but will be incurred this year.
Mr. Early added that some of the year-end funds were funds within the Foundation prior to the MOU. He also noted MOU requires an audit report and he has submitted this to Brunswick County Administration, noting an audit has not been done for a few years.
 - 3.3 Action: Motion to approve the finance report with the audit review.
Motion: Allen Bryant
Second: Dennis Ewald
Vote: UNANIMOUS

4. **Request for Recommendation for NC's Southeast Board Representative** (Ward)
 - 4.1 Mr. Ward opened the floor for recommendations from BBID, for appointment of a board member to serve on the NC Southeast Board, stating that Dave Stewart currently is in the position. Mr. Early stated this has been discussed by BID previously; however, the County wanted to wait until his term has expired before making a recommendation to the commissioners. Mr. Ward asked if anyone on the board would like to be recommended for this position.
Commissioner Frank Williams stated he wants to recuse himself from the discussion, due to the commissioners voting on the recommendation later.
Mr. Ward commended Dave Stewart for the great work and representation he has provided in this capacity.
Commissioner Randy Thompson also asked to be recused from the discussion and stated that any BBBID board member could well represent this position.
Dr John Ward serves on the NCSE Board and stated there are four meetings annually.
Mr. Allen Bryant volunteered to be recommended for this board to the County Commissioners. Mr. Ward asked Mr. Early if he has concerns about he or Kevin being recommended, and Mr. Early stated BBID works closely with the NCSE and has no reservations with him or Kevin Lackey being recommended.

Ms. Ann Hardy stated the county would like to have a recommendation from the BBID.

4.2 Action: Motion to accept Allen Bryant's request to be recommended to the NCSE Board.

Motion: Evan Gore

Second: Dr. John Ward

Vote: UNANIMOUS with Commissioners Frank Williams and Randy Thompson recusing themselves from the vote.

4.3 Action: Mr. Early stated he will submit the recommendation to the clerk.

5. **Request to Cancel December BBID Board Meeting** (Early)

5.1 Mr. Early requested to cancel the December 20, 2018 board meeting, stating BBID is required to meet 8 times annually and the board has met 9 times this year.

5.2 Action: Motion to cancel the December board meeting.

Motion: Kris Ward

Second: Evan Gore

Vote: UNANIMOUS

6. **BBID 2019 Meeting Schedule** (Ward)

6.1 Mr. Ward thanked Mr. Kevin Lackey for compiling the survey of the board members for possible meeting dates. Mr. Early shared that he had discussed with Mr. Jason McLeod and they agreed to stay away from Friday meetings. Mr. Early noted the third Thursday has a conflict with those on the NCSE board that same day. Mr. Cliff Pyron noted the NCSE meetings are at 2pm, and could be doable on the same day, if need be. Mr. Early asked about the first or fourth Thursday. Mr. Lackey stated the fourth Thursday was clear with the majority of BBID board members.

6.2 Action: Motion to move the monthly board meetings to the 4th Thursday.

Motion: Commissioner Frank Williams

Second: Clint Berry

Vote: UNANIMOUS

7. **Executive Director's Report** (Early)

Mr. Early passed out a report of his recent activities

- a. **Business North Carolina December Issue** – Mr. Early stated the full-page opening letter from BID, is in addition to the full-page ad by BBID in the coastal edition. Lawrence Bivins helped to craft the letter to have a positive impact on the coastal recovery.
- b. **Northwest Industrial Site – Site Readiness Visit** – Final presentation was 11/14/18 and Mr. Early thanked everyone who attended. Commissioner Frank Williams stated it was very insightful to how economic development operates.
- c. **Discussion on BID Committees** – Mr. Early handed out descriptions of the committees for the board to review and most likely review in January.

8. **Closed Session**

9. **Next Meeting – January 24, 2019 – Location: TBD**

10. **Adjourned**