

**Waynesboro Economic Development Authority**  
**Minutes of the Regular Meeting**  
**Friday, September 13, 2019**  
**Economic Development Office, 301 West Main Street**  
**Waynesboro, VA 22980**

**Members Present:** Mr. Perry Fridley  
Ms. Mary Sullivan  
Mr. Mark Snyder  
Ms. Angie Bandy  
Ms. Tami Radecke  
Mr. Pete Brooks  
Mr. George Reed

**Others Present:** Mr. Greg Hitchin- Director of Economic Development & Tourism  
Ms. Stephanie Duffy- Administrative Assistant  
Ms. Jennifer Callison- Tourism & Marketing Manager

**Welcome:**

Mr. Fridley called the meeting to order at 8:01 a.m. and welcomed everyone.

**Approval of Minutes:**

There being no other changes to the minutes from the August 9, 2019 meeting, Mr. Snyder made a motion to approve the minutes as written. The motion was seconded by Ms. Sullivan and passed by unanimous vote.

**Financial Report:**

Mr. Hitchin reported on the financial accounts for September. There were two checks to approve. The first check was for \$15,000 to Luke's Hobbies for a Revolving Loan Fund (RLF) loan that was approved by the RLF Committee. The second check was in the amount of \$4,528 to Wassenaar Winkler which was an expense for design work associated with a Grow Waynesboro grant recipient. Mr. Hitchin provided brief background of the RLF and Grow Waynesboro programs for the new members. Ms. Radecke made a motion to approve the checks as written. The motion was seconded by Mr. Snyder and passed by unanimous vote.

**Committee Reports**

- a) Audit- After Ms. Bandy was appointed to the audit committee she was given the bank reconciliations for review.
- b) Handbook- two updates were given to board members.
- c) Loan- The RLF committee had reviewed and approved a \$15,000 loan to Luke's Hobbies

**Committee Assignments for FY 20**

- a) Audit - One person is needed to serve on the audit committee to review monthly bank statements with QuickBooks register and sign off on statements. Ms. Bandy agreed to serve on the audit committee.
- b) Loan- Two members are needed to be part of a five-person committee to review revolving loan fund applications. This committee meets as needed. Other members of the committee are the Director of Economic Development and Tourism, a downtown business owner, and a small business owner. Ms. Sullivan and Mr. Reed agreed to serve on the RLF committee.

- c) Tourism Advisory Board (TAB)- Up to two members serve on the TAB committee, advising the Tourism & Marketing Manager on new initiatives. Other members of the committee include local tourism related businesses. This committee meets quarterly. Ms. Radecke currently serves on the TAB board and agreed to continue on that board and Mr. Brooks also agreed to join the TAB committee. Mr. Snyder made a motion to appoint all subcommittee candidates as discussed. Ms. Radecke seconded the motion and it passed by unanimous vote.

**Monthly Updates**

- a) Downtown Redevelopment
  - i. Virginia Museum of Natural History (VMNH)- Mr. Hitchin gave a brief overview and update of the VMNH project. A project briefing document was given to board members and additional card stock copies are available should members find they need them. The city has retained a consultant to help navigate the General Assembly and the VMNH is submitting capital expenses as part of their annual budget. A recent letter from Mayor Short to Governor Northam regarding the budget request was shared with the board.
  - ii. GOVA BRCC Cybersecurity Program – Mr. Hitchin gave an update on the GOVA program. A new cyber securities company has moved into the space above the BRCC Outpost in downtown and will partner with BRCC to hire five interns from their cyber security program per quarter. The City pays the rent and utilities for both the BRCC Outpost and Tiber Creek Consulting as part of the GOVA partnership.
- b) Tourism- Ms. Jennifer Callison was introduced to the board as the Tourism & Marketing Manager. In addition, the Volunteer Coordinator for the Rockfish Gap Tourist Information Center will be leaving her position with the City in the coming weeks and the city is currently recruiting for the position.
- c) Industrial Properties- Mr. Hitchin gave an overview of the City owned industrial parks and their current progress with development.

**Other Business/Discussion**

Mr. Fridley asked Mr. Hitchin to give an overview on the EDA’s budget. The EDA generates revenue from a bond with Sunnyside as well as revenue from leasing industrial park land to a local farmer who grows crops on the property. Other funding comes from the city budget.

**Correspondence and Communication of the Chairman**

- a) Next Meeting: October 11, 2019.

There being no other business to discuss, Mr. Fridley made a motion to adjourn the meeting. Mr. Snyder seconded the motion and the meeting was adjourned at 8:39 a.m.

Respectfully submitted \_\_\_/\_\_\_/\_\_\_

Certified as approved \_\_\_/\_\_\_/\_\_\_

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Stephanie Duffy  
Recording Secretary

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Gregory E. Hitchin  
Secretary/Treasurer