

**Waynesboro Economic Development Authority
Minutes of the Regular Meeting
Friday, February 10, 2023**

Members Present: Ms. Brenda Arkward
Ms. Mary Sullivan
Mr. Mark Snyder
Mr. Chris Ornelas

Members Present Virtually: Mr. George Reed

Members Absent: Ms. Tami Radecke

Others Present: Mr. Greg Hitchin- Director of Economic Development & Tourism
Ms. Stephanie Duffy- Project Manager, Economic Development & Tourism
Mr. Jay Messenger- Small Business Specialist
Mr. Jim Wood, City Councilman
Mr. Kenny Lee, City Councilman

Welcome

Ms. Sullivan called the meeting to order at 8:00 AM and thanked everyone for joining, including Mr. Reed who was attending virtually via zoom. Ms. Sullivan reminded the board that pursuant to the EDA policy on virtual meetings adopted September 12, 2022, she was notified ahead of the meeting that Mr. Reed could not physically attend the meeting due to illness. He was participating virtually from his home in Waynesboro. This was Mr. Reed's first virtual attendance during calendar year 2023 and there was a quorum physically present.

Approval of Minutes

There being no changes to the minutes presented from the regular meeting on January 13, 2023, Mr. Snyder made a motion to approve the minutes as written. The motion was seconded by Ms. Arkward and passed by unanimous vote.

Financial Report

Mr. Hitchin gave a report on the financials for February. Monthly debit card charges included one charge for Beerwerks postage in the amount of \$17.99; two charges totaling \$212.49 for GWM&W training class expenses; and three charges totaling \$18.96 for a third party to send out annual 1099 reports. There were four checks to approve totaling \$14,958, all from grant funds. From the Grow Waynesboro Main & Wayne fund: \$5,000 to SCCF for the eight-week training class; and from the Community Navigator fund: one check to Converge Local in the amount of \$937 for professional services; a check to Farmhaus Coffee Co. in the amount of \$450 for the January and February coffee conversation events, and \$8,571 to Jay Messenger for the 4Q 2022 contractor services. Mr. Snyder made a motion to approve the financial report and checks as presented. The motion was seconded by Ms. Arkward and passed by unanimous vote.

Committee Reports

- **Loan:** Mr. Hitchin reported on the EDA RLF loans. A detailed report as of December 31, 2022 was provided to the board in advance. In total, 27 businesses have been assisted and \$292,000 loaned, almost

a three times use of the original \$100,000 grant to establish the loan fund. All loans are current except two – one has been a long-standing issue, we have applied the collateral to the loan balance; they were making modest payments, but health issues have prevented them from working / making payments. The second has made arrangements to get current. There are currently no active applications, although staff expects some in the near future with the Grow Waynesboro activity.

- **Audit:** Mr. Reed reviewed the bank statements for February and signed off on the reconciliations.

Small Business Development Overview

Mr. Hitchin gave a brief overview of the various programs under the Grow Waynesboro umbrella. The regular, ongoing Grow Waynesboro efforts include the Waynesboro at Work blog series, “How to Start a Business” webpage, free research tools, RLF, etc. The Grow Waynesboro Main & Wayne (GWM&W) initiative is funded by a DHCD grant and some local companies and offers the 8-week business training program and Pitch Night grant funds. GWM&W ends 12/31/2023. The Community Navigator Program funds our Small Business Specialist position, provides technical assistance through small professional service provider grants, and includes a quarterly workshop and monthly coffee events. The current Community Navigator Program ends 12/31/2023.

Grant Updates

- **Community Navigator:** Mr. Messenger gave an update on his efforts in the Community Navigator Program and provided the board a report with budget, demographic and other metrics. From April 1, 2022 to present, Mr. Messenger has received 105 client intake forms, provided 275 hours of client counseling, held 9 events with an average of 15 attendees per event and assisted in 1 Grow Waynesboro blog submission.
- **Grow Waynesboro Main & Wayne:** Mr. Hitchin reported on GWM&W. The 8-week training is going very well. He believes there will be about 12-15 businesses who will end up submitting their business plan for consideration at the end of the 8 weeks. Judges will then narrow that down to the best 8 that they’d like to see pitch. Fishburne Military School has graciously donated their classroom space for the 8-week training, Mr. Hitchin asked if the board would like to consider a donation to the school. Historically, the board has provided a donation of \$500 for such facilities. After some discussion, the board decided to table the topic until the next meeting.

Monthly Updates

No additional updates were provided.

Other Business/Discussion

There was no additional discussion

Correspondence and Communication of the Chairman

The next regular EDA meeting is scheduled for March 10, 2023.

Pitch Night will be held on April 17, 2023, all EDA members are invited.

Discussion and possible BOARD ACTION on EDA open position replacement for Term ending 8/31/2023

At 8:40 am Ms. Arkward moved to recess into a closed meeting in order to discuss the applicants and potential appointment of EDA Board members, as authorized by section 2.2-3711(A)(1) of the Virginia Code.

Ms. Duffy took a roll call vote as follows:

Ms. Brenda Arkward	aye
Ms. Mary Sullivan	aye
Mr. Mark Snyder	aye
Mr. Chris Ornelas	aye
Mr. George Reed	aye

At 8:50 am Mr. Ornelas made a motion to bring the meeting back into open session: WHEREAS, the Economic Development Authority of Waynesboro has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Economic Development Authority that such closed meeting was conducted in conformity with Virginia law; NOW, THEREFORE, BE IT RESOLVED, that the Economic Development Authority of Waynesboro hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Economic Development Authority of Waynesboro.

Ms. Duffy took a roll call vote as follows:

Ms. Brenda Arkward	aye
Ms. Mary Sullivan	aye
Mr. Mark Snyder	aye
Mr. Chris Ornelas	aye
Mr. George Reed	aye

Mr. Snyder then made a motion authorizing the chairwoman to write a letter of recommendation to City Council for Ms. Erika Sayer to be appointment to the EDA. The motion was seconded by Mr. Ornelas and passed by unanimous vote.

There being no other business to discuss, the meeting was adjourned at 8:52 AM.

Respectfully submitted ___/___/____

Certified as approved ___/___/____

Stephanie Duffy
Recording Secretary

Gregory E. Hitchin
Secretary/Treasurer