

**Waynesboro Economic Development Authority  
Minutes of the Regular Meeting  
Friday, April 14, 2023**

**Members Present:** Ms. Brenda Arkward  
Ms. Mary Sullivan  
Mr. Mark Snyder  
Mr. Chris Ornelas  
Ms. Chanda McGuffin  
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. Kenny Lee, City Councilman

**Welcome**

Ms. Sullivan called the meeting to order at 8:00 AM and thanked everyone for joining.

**Approval of Minutes**

There being no changes to the minutes presented from the regular meeting on March 10, 2023, Ms. Arkward made a motion to approve the minutes as written. The motion was seconded by Mr. Ornelas and passed by unanimous vote.

**Financial Report**

Mr. Hitchin gave a report on the financials for April. There were six checks to approve, all from grant funded programs totaling \$3,185.79:

Three checks from Community Navigator Grant Funds

1. To Aquino Consulting in the amount of \$600 for Professional Services
2. To the Greater Augusta Chamber of Commerce in the amount of \$400 for memberships
3. To Farmhaus Coffee Co. in the amount of \$450 for monthly events

Three checks from the Grow Waynesboro Funds

1. To Converge for a Waynesboro at Work blog in the amount of \$1,140
2. To Mountain Laurel Studio in the amount of \$200 for Pitch Night presentation boards
3. To Oryx in the amount of \$395.59 for judges' gifts

There were also six debit card charges to approve:

- Two totaling \$6.20 for loan auto payment fees
- Two totaling \$217.99 for Beerwerks postage
- Two totaling \$805.90 Pitch Night supplies

Mr. Reed made a motion to approve the financial report and checks as presented. The motion was seconded by Mr. Snyder and passed by unanimous vote.

## **Committee Reports**

- **Audit:** Mr. Reed reviewed the bank statements for April and signed off on the reconciliations.
- **Nominating:** Mr. Hitchin asked the board to create a Nominating Committee comprised of two members whose dual role will be to nominate a Chair and Vice Chair for the fiscal year beginning July 1, 2023 and to recommend new members. Technically, the board has two seats open, Mary Sullivan who has completed eight years of service and Chanda McGuffin who was appointed to fill an unexpired term ending August 31, 2023. Staff will work with the committee on requirements, etc. Mr. Reed and Mr. Snyder volunteered to be the nominating committee.

## **Ratify support letter for Shenandoah Community Capital Fund's GO Virginia Region 8 Grant application**

Mr. Hitchin reported that the City was approached by SCCF to participate in a GOVA grant application to provide next stage assistance (past beginner) for new startups. A \$5,000 cash match is required, which would come from the City's Grow Waynesboro annual allocation. After some brief discussion, Mr. Snyder made a motion to ratify the letter of support and participation in the Shenandoah Community Capital GOVA Capacitor Incubator Program if awarded. The motion was seconded by MR. Ornelas and passed by unanimous vote.

## **Resurgence Grant Application**

Mr. Hitchin asked the board to consider approving a DHCD grant application which staff is working on and is due April 28, 2023. This is a DHCD grant for small business similar to the Resurgence Grant we applied for and received in 2021. The application is asking for \$100,000 with a 5:1 match. The \$20,000 local match will come from City FY24 budgeted funds and in-kind support. The focus on the grant will be small business support in the LMI (low and moderate income) area of the city. It will have two components – façade improvements and increased capacity (i.e., ecommerce) to an existing business. A map of the city LMI area and details on the two proposed programs was provided to members prior to the meeting. After some brief discussion, Mr. Snyder made a motion to authorize an officer to submit the grant application and any required information. The motion was seconded by Mr. Arkward and passed by unanimous vote.

## **Monthly Updates**

- Downtown Redevelopment: no updates were given
- Tourism: Ms. Duffy gave some brief updates on tourism. The Farm2Fork Affair was held on March 14<sup>th</sup> and was a huge success. Staff has started conversations with our tourism website developer on switching our website over to a WordPress platform. She is working with VTC on a Canadian FAM Tour scheduled for May 17<sup>th</sup>. The Foundry music venue has opened and had a successful first show. There are some upcoming events in the works for downtown: Hiker Fest on June 10<sup>th</sup> and Tour the Town on May 24<sup>th</sup>.
- Industrial Properties: no updates were given

## **Correspondence and Communication of the Chairman**

The next regular EDA meeting is scheduled for May 12, 2023.

Pitch Night will be held on April 17, 2023

At 8:17 AM Mr. Ornelas asked the board to consider holding a Closed Meeting under Section 2.2-3711(a)(5) of the Freedom of Information Act, Code of Virginia, 1950, as amended, regarding discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

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
Ms. Chanda McGuffin	aye
Mr. George Reed	aye

At 8:29 AM Ms. Arkward made a motion to end the closed 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
Ms. Chanda McGuffin	aye
Mr. George Reed	aye

There being no other business to discuss, Ms. McGuffin made a motion to adjourn. The meeting was adjourned at 8:30 AM.

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

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

\_\_\_\_\_  
Stephanie Duffy  
Recording Secretary

\_\_\_\_\_  
Gregory E. Hitchin  
Secretary/Treasurer