



DESOTO ECONOMIC DEVELOPMENT CORPORATION

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SPECIAL CALLED MEETING AGENDA FOR THE DESOTO ECONOMIC DEVELOPMENT CORPORATION July 17, 2017

The Board of Directors of the DeSoto Economic Development Corporation will meet on **Monday, July 17, 2017 at 9:00 a.m.**, in the **Council Conference Room** located in City Hall at the DeSoto Town Center, 211 East Pleasant Run Road, DeSoto, Texas 75115.

As authorized by Section 551.071(2) of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the Corporation's attorney on any agenda item listed herein.

A. REGULAR SESSION – CALL TO ORDER

1. Invocation

B. REGULAR AGENDA – NEW BUSINESS – Items for discussion and/or possible action:

1. Discussion and Election of President of DEDC Board
2. City Council Liaison update regarding City events, meetings, etc. – Deshaundra Lockhart Jones
3. DeSoto Chamber of Commerce Update - Laura Terhune, President
4. Treasurer Report – Director Stephanie Bowers
5. Consideration and Approval of updated 2017 DEDC Budget.
6. Consideration and Approval of 2018 DEDC Budget
7. Consideration and Approval of 2018 Annual Work Plan
8. Consideration and Action to support DeSoto ISD Back to School Fair and New Employee Reception.
9. Consideration and Action regarding DeSoto Chamber Brunch August 27, 2017.

C. OTHER BUSINESS

1. Discussion and Action regarding contracting for an interim executive director.
2. Discussion and Action regarding contracting for a temporary administrative person to keep and prepare minutes for DEDC Board meetings.
3. Discussion and take appropriate Action to schedule the date for the DEDC Board retreat.
4. Discussion and Approval of a Tenant Estoppel Certificate and Subordination Non-Disturbance and Attornment Agreement relating the Master Lease between DEDC and Dilbeck Court Limited for 324 East Belt Line Road DeSoto, Texas.
5. Discussion of Need and possible Action to contract for incubator services.

D. BRIEFING BY BOARD VICE-PRESIDENT REGARDING STATUS OF PENDING DEDC PROJECTS



**DESOTO ECONOMIC DEVELOPMENT CORPORATION
BOARD MEETING MINUTES
JULY 17, 2017**

The DeSoto Economic Development Corporation Board met at **9:00 a.m. on Monday, July 17, 2017** in the Council Conference Room located in City Hall at the DeSoto Town Center, 211 East Pleasant Run Road, DeSoto Texas 75115.

Present: Belinda May, Board Vice-President
Stephanie Bowers, Board Treasurer (arrived at 9:09)
Curt Krohn, Board Secretary (arrived at 9:06)
Bobby Waddle, Board Director

Staff Present: Vanessa Barrios, Research and Business Development Manager
Akosua Owirodu, Marketing and PR Manager

Also Present: Peter G. Smith – Attorney, Nichols, Jackson, Dillard Hager & Smith, LLP
Perry Holloway – DEDC Personnel Committee (arrived at 9:03)
Deshaundra Lockhart Jones – City Council Liaison (arrived at 10:11)
Laura Terhune – President, DeSoto Chamber of Commerce
Rik Adamski – Ash + Lime

At 9:09 a.m. Board Vice-President May called the meeting to order and acknowledged the presence of a quorum.

A. REGULAR SESSION – CALL TO ORDER

1. Invocation was given by Curt Krohn

B. OTHER BUSINESS

1. Discussion and Action regarding contracting for an interim executive director.
Motion by Board Member C. Krohn to allow the Vice President to negotiate and execute a contract with SGR to secure Frank Viso to become the interim executive director with alternate, that if Frank Viso is unacceptable to the personnel committee, to allow the Vice President to negotiate and execute a contract with Texas First Group to secure Joe Newman as the interim executive director.
Second by Board Member S. Bowers.
Motion approved by Board Members B. Waddle, C. Krohn, S. Bowers and B. May.
(Motion approved 4-0)

C. REGULAR AGENDA – NEW BUSINESS

1. Discussion and Election of President of DEDC Board
Board Vice-President May deferred the election of a President of the DEDC Board of Directors until a new interim is in place.
2. City Council Liaison update regarding City events, meetings, etc. – Deshaundra Lockhart Jones
Ms. Deshaundra Lockhart Jones state the City Council is preparing for their annual retreat, and they have drafted a goal for the DEDC. The program includes creating an incentive program for exterior and façade grants that would allow business owners to renovate their existing buildings through matching funds provided by the DEDC.
3. DeSoto Chamber of Commerce Update - Laura Terhune, President
 - a) Member Lunch & Learn – Financial Wellness was held on Tuesday, July 11, 2017, at the TownePlace Suites by Marriott, and was sponsored by BB&T Bank.
 - b) The Annual Membership Appreciation Luncheon will be held on Thursday, September 14, 2017, at Methodist Charlton Auditorium.
 - c) The DeSoto ISD New Employee Training – Business Expo and Reception will be held on Thursday, August 4, 2017 at the DeSoto ISD High School Cafeteria. The Business Expo will be held from 8 am to 3:30 p.m. followed by the reception from 3:30 to 5 p.m.
 - d) The Chamber continues its tourism activities by advertising in *Travel Host*, *Texas Highways*, and the *Texas Sports Facility Guide*. They have assembled and distributed 450 reunion/group goody bags since May. The Tourism Marketing Plan is in its third draft, and the Sports Tourism Marketing Strategy is currently in the planning stages with the DEDC, the City of DeSoto, DeSoto ISD, and the private sector.
 - e) Current fundraising efforts include the Saxy Sunday Brunch which will be held on Sunday, August 27, 2017 from 1 to 4 pm at The Chocolate Mint.
 - f) Current Revolving Loan Fund Applications include Couch Potato who is crafting a business plan with the help of the Small Business Administration, and will return when she is ready to submit application. The Chamber's Lease agreement at the Grow DeSoto Incubator is pending as the Chamber office layout is still being finalized. There will be a "Grow Your Business" Workshop on July 25, 2017 at the Marriott TownePlace Suites from noon to 1 pm.

- g) The CEO's of the Chamber and EDC signed off on the initial floor plans for the new CVB building which will house the DCOC and the DEDC.

4. Treasurer Report – Director Stephanie Bowers

Ms. Bowers mentioned that all accounts have been transferred from Mr. Murphy Cheatham to Mr. Luscious Williams and herself. The transfer of DEDC financials from Mr. Foxx to the City of DeSoto Finance Department is underway and the Director of Budget, Ms. Tishia Jordan, is helping with the transition. Mr. Waddle asked Ms. Bowers to remove Mr. Williams from financial accounts, and Ms. Bowers said she will ask Mr. Williams to remove his name from all accounts this week.

5. Consideration and Approval of updated 2017 DEDC Budget.

Motion by Board Member S. Bowers to approve the 2017 Amended Budget as presented today. Second by Board Member C. Krohn.

**Motion approved by Board Members B. Waddle, C. Krohn, S. Bowers and B. May.
(Motion approved 4-0)**

6. Consideration and Approval of 2018 DEDC Budget.

Motion by Board Member B. Waddle to approve the 2018 DEDC Budget. Second by Board Member S. Bowers. Motion approved by Board Members B. Waddle, C. Krohn, S. Bowers and B. May.

(Motion approved 4-0)

7. Consideration and Approval of 2018 Work Plan.

Motion by Board Member C. Krohn to approve 2018 Work Plan as amended during this meeting. Second by Board Member B. Waddle.

**Motion approved by Board members B. May, C. Krohn, B. Waddle and S. Bowers.
(Motion approved 4-0)**

Board took recess at 12:09

Vice President B. May reconvened into regular session at 12:18

8. Consideration and Action to support DeSoto ISD to Back to School Fair and New Employee Reception.

No Action regarding the DeSoto ISD Back to School Fair.

Motion by Board Member C. Krohn to have the DEDC be the DeSoto ISD New Employee Reception sponsor. Second by Board Member S. Bowers.

**Motion approved by Board Members B. May, C. Krohn, B. Waddle and S. Bowers.
(Motion approved 4-0)**

9. Consideration and Action regarding DeSoto Chamber Brunch August 27, 2017.

Motion by Board member S. Bowers not to move forward with the DeSoto Saxy Lunch. Second by Board Member C. Krohn.

**Motion approved by Board members S. Bowers, C. Krohn, B. May, B. Waddle.
(Motion approved 4-0)**

C. OTHER BUSINESS

1. Discussion and Action regarding contracting for an interim executive director.
See Agenda item B1

2. Discussion and Action regarding contracting for a temporary administrative person to keep and prepare minutes for DEDC Board meeting.

No action.

3. Discussion and take appropriate Action to schedule the date for the DEDC Board retreat.

Motion by Board Member S. Bowers to approve the DEDC Board Retreat scheduled for July 31. Second by Board Member C. Krohn.

Motion approved by Board members B. May, C. Krohn, B. Waddle and S. Bowers.

(Motion approved 4-0)

4. Discussion and Approval of a Tenant Estoppel Certificate and Subordination Non-Disturbance and Attornment Agreement relating to the Master Lease between the DEDC and Dilbeck Court Limited for 324 East Belt Line Road DeSoto, Texas.

Motion by Board Member C. Krohn to authorize the DEDC Vice President negotiate and execute the estoppel certificate and Non Disturbance and Attornment Agreement relating to the Master Lease between the DEDC and Dilbeck Court Limited after review and approval by general counsel. Second by Board Member B. Wadle.

Motion approved by Board members B. May, C. Krohn, B. Waddle and S. Bowers.

(Motion approved 4-0)

5. Discussion of Need and possible Action to contract for incubator services.

No Action.

D. BRIEFING BY BOARD VICE-PRESIDENT REGARDING STATUS OF PENDING DEDC PROJECTS

Vice President B. May briefed the Board of Directors on the status of pending projects, and noted that the current staff (Vanessa Barrios & Koko Owirodu) were managing the day to day operations by answering the telephone, attending meetings, and checking former staff's email and cell phone accounts in the interim.

E. BOARD ANNOUNCEMENTS

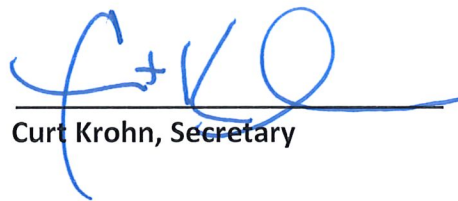
There were no board announcements.

F. ADJOURNMENT

With no further business to discuss Vice President May adjourned the meeting at 1:31 p.m.



Belinda May, Board Vice-President



Curt Krohn, Secretary