

minutes

DACC Board Meeting		
12.10.214	7:30 a.m.	DACC Conference Room
Meeting called by	Executive Director, Robbie Bennett	
Type of meeting	Board Meeting	
Facilitator	Vice Chairman, Mark Wills	
Note taker	Anne Benton	
Adjourned	8:30 a.m.	
Attendees	Mark Wills, Robbie Bennett, Rick Evans, Phil Gaffney, Eric McIntyre, Chris Driver, Jean Garniewicz, Mike Holliman, Anne Benton, Doug Duncan (via teleconference)	
Minutes of Previous Meeting		
5 minutes	Mark Wills and Robbie Bennett	
Discussion	A project summary for Bennett International Group, LLC is attached to the minutes.	
Conclusions	Minutes of November meeting approved. Motion: Phil Gaffney/Second: Mike Holliman	
Action Items	Person Responsible	Deadline
None	Anne Benton	N/A
Meeting Agenda		
2 minutes	Mark Wills	
Discussion	None	
Conclusions	Agenda of December meeting approved. Motion: Phil Gaffney/Second: Eric McIntyre	
Action Items	Person Responsible	Deadline
None	Anne Benton	N/A
GAAC Financial Report		
5 Minutes	Rick Evans	
Discussion	Mr. Evans discussed financial actions since the October Board Meeting noting total assets of \$999,900.52, \$144,611.17 in Accounts Receivable in the GAAC account. Mr. Wills suggested that Development Revenue (pg. 7, 4-months ended) be classified as "Restricted Use." Mr. Evans noted that we have more than met budget for Revenue; 75% remaining for expense budget, in good shape and no unusual expenditure items.	
Conclusions	Financial report approved with correction: Motion: Mike Holliman/Second Jean Garniewicz	
Action Items	Person Responsible	Deadline
Mr. Evans will correct the Development Revenue to fall under "Restricted Use" category.	Rick Evans	January Board Meeting

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Chairman's Report		
12 Minutes	Mark Wills	
Discussion	Phil reminded the group that the Business Appreciation Luncheon is coming up on December 18 th . Robbie stated that we are using Event Brite for RSVP tracking and follow-up. Robbie noted that the GIW Groundbreaking was a success and the event had good turn-out; the 1 st phase of expansion coming to fruition with this project. Mark introduced a new employee, Anne Benton; she will serve as the Economic Development Coordinator.	
Conclusions	Members are pleased with the DACC's track record of strengthening relationships with the existing industry. Mark asked that all Board Members RSVP and attend the luncheon.	
Action Items	Person(s) Responsible	Deadline
None	N/A	N/A
DACC Committee Reports		
0 minutes	Mark Wills	
Discussion	None to show at this meeting.	
Conclusions	N/A	
Action Items	Person Responsible	Deadline
None	N/A	N/A
Economic Development Update		
10 Minutes	Robbie Bennett	
Discussion	Robbie provided an update on the GIW grant, stating that their EIP Grant has officially come in via the DCA Award Letter, which will start the next round of supporting project. Robbie stated that the consulting firm, Allan Smith, will be handling grant administration, pending due diligence. Robbie discussed more of Phase 1 -GIW. Robbie informed the group that the team took a trip to Atlanta where Eric McIntyre received his board member training; we learned of possible new legislation to affect accounting/reporting standards for the DACC; while in Atlanta, Statewide Project Managers were entertained to thank them for their partnership.	
Conclusions	Board members were encouraged to take part in more re-training opportunities, as regional options come available; however, it is not a requirement.	
Action Items	Person Responsible	Deadline
None	N/A	N/A
Old Business		
0 Minutes	Mark Wills	
Discussion	None	
Conclusions	N/A	

minutes

Action Items		Person Responsible	Deadline
None		N/A	N/A
New Business			
27 minutes	Mark Wills/Robbie Bennett		
Discussion	<p>A) Mark stated that the Executive Committee met recently to discuss issues needing to be decided on in 2014. Technology needs were discussed by Robbie; existing computer systems unable to meet IT needs. Robbie recommended that we roll DACC under the county's Life Cycle Management program; if we go ahead and purchase new equipment now, we can do so. Robbie elaborated on how the county's program worked –he said that they would manage and maintain our technology for three years and then replace with new technology at the end of the three-year cycle; this would not come out of our budget. Robbie recommended moving forward with technology purchase if we can find funding, will help us long-term and make us more competitive; technology upgrade would include two new workstations and two Surface-Pro's. The Executive Committee recommended using funding from the SRSCRO Matching funds.</p> <p>B) Robbie recommended improvements to the budget, including the following: Consolidation of sub-accounts in Economic Development category to allow for more flexibility in using those funds; Business Recruitment- show changes in budget to reflect expenses incurred last year that were carried over to this fiscal year; Marketing –Funds approved for specialty items, not used this year; carry forward so we can purchase, gives us more purchasing power for other marketing items.</p> <p>C) Mark Wills discussed new Personnel business. Mark stated that the Executive Committee now uses county review system to review Robbie for merit increases. Mark stated that the Executive Committee is recommending a 3% merit increase for Robbie; they also recommended moving forward to county contract changes, which include changing the contract length from one to two years; contract language does not change, as this is more of a time saving piece for the county.</p>		
Conclusions	<p>A) The technology purchase was approved. Motion: Jean Garniewicz/Second: Eric McIntyre</p> <p>B) Rick Evans recommended that every July or August that we look at what was not spent & reappropriate for next year. The budget review and changes were approved. Motion to Approve: Jean/ Second: Phil Gaffney</p> <p>C) 1) Robbie's merit increase was approved. Motion: Phil Gaffney/Second: Jean Garniewicz</p> <p>2) Personnel contract changes were approved. Motion: Phil Gaffney/Second: Jean Garniewicz</p>		
Action Items		Person Responsible	Deadline
Provide Mike Holliman with County Policy Handbook		Robbie Bennett	January Meeting

minutes

Calendar of Events		
3 minutes	Mark Wills/Robbie Bennett	
Discussion	<ul style="list-style-type: none"> Next Board Meeting: January 28th Business Appreciation Luncheon: December 18th 	
Conclusions	None	
Action Items	Person Responsible	Deadline
None	N/A	N/A
Closed Session		
0 minutes	Mark Wills	
Discussion	None	
Conclusions	None	
Action Items	Person Responsible	Deadline
None	N/A	N/A
Public Comment		
2 minutes	Mark Wills	
Discussion	The Public Commentator asked who the speaker would be at the upcoming luncheon. Robbie replied that it would be the TAG - Education Program Director, Structured Internship Program.	
Conclusions	None	
Action Items	Person Responsible	Deadline
None	N/A	N/A
Adjournment		8:30 A.M.
Next meeting: 28 January 2014		Conference Room DACC
		All