

**WEST POINT  
ECONOMIC DEVELOPMENT AUTHORITY  
MINUTES  
December 18th, 2012**

**I. Call to Order**

Carol Cunningham called the meeting to order at 6:00 p.m. in the Downtown Business Center, 621 Main Street, West Point, Virginia.

Members Present: Carol Cunningham, Chairman  
Debbie Brockwell  
Paul Kelley  
Jack Lawson  
William B. Lee

Members Absent: Lisa Graham  
Lauren Shephard

Also Present: John B. Edwards, Town Manager  
Karen Barrow, Town Clerk

**II. Election of Officers**

A. Chairman

Carol Cunningham opened the floor for nominations for Chairman.

Mrs. Cunningham nominated Lauren Shephard for Chairman, seconded by Paul Kelley.

Mrs. Cunningham asked if there were any other nominations, there being none, the nominations are closed.

Paul Kelley made a motion to accept the nomination for Lauren Shephard to be Chairman and to be placed on the signature card with C & F Bank. Seconded by Bernard Lee, upon a unanimous vote Lauren Shephard was elected Chairman.

B. Vice Chairman

Carol Cunningham opened the floor for nomination for Vice Chairman.

Carol Cunningham nominated Paul Kelley to be Vice Chairman, seconded by Bernard Lee.

Carol Cunningham asked if there were any other nominations, there being none, the nominations are closed.

Bernard Lee made a motion to accept the nomination for Paul Kelley to be Vice Chairman and to be placed on the signature card at C & F Bank. Seconded by Carol Cunningham, upon a unanimous vote, the motion was approved.

#### C. Secretary

Carol Cunningham opened the floor for nomination to be Secretary.

Jack Lawson nominated Bernard Lee to be Secretary, seconded by Carol Cunningham.

Carol Cunningham asked if there were any other nominations, there being none, the nominations are closed.

Jack Lawson made a motion to accept the nomination for Bernard Lee to be Secretary and to be placed on the signature card at C & F Bank. Seconded by Carol Cunningham, upon a unanimous vote, the motion was approved.

#### D. Treasurer

Carol Cunningham opened the floor for nominations for Treasurer.

Carol Cunningham nominated Jack Lawson to be Treasurer, seconded by Bernard Lee.

Carol Cunningham made a motion to accept the nomination and to be placed on the signature card at C & F Bank. Seconded by Bernard Lee, upon a unanimous vote, the motion was approved.

### **III. Review of Agenda**

Jack Lawson made a motion to accept the agenda as presented, seconded by Paul Kelley. Upon a unanimous vote the motion was approved.

### **IV. Adoption of Minutes**

September 27<sup>th</sup> 2012

Jack Lawson made a motion to approve the minutes with a change for the year from 2011 to 2012 on the title heading. Seconded by Paul Kelley, upon a unanimous vote the motion was approved.

## **V. Financial Report**

Jack Lawson made a motion to approve the Financial Report as presented. Seconded by Carol Cunningham, upon a unanimous vote, the motion was approved.

## **VI. Economic Development Update**

Mr. Edwards advised that Greg Kelly is unable to attend the meeting and that Greg Kelly has been active with members from VDEP to try and promote West Point. The current members of VDEP were given a tour of West Point during the Crab Carnival and Greg Kelly had a lunch meeting last week with VDEP project managers.

Mr. Edwards provided the EDA with an update on the following items: 1) The gas line project with the mill is complete. 2) Mr. Edwards and Mr. Kelly are working with a business that might have a possible 2 million dollar expansion. The project has a grant with a required match that is challenging, Town Staff are working with the business. 3) The Marina BIF grant has received an extension until September 2013, there is no change on the status of the project with 'Four on the Shore'. 4) The activity at the proposed Uppie's location was the removal of the gas tanks, it is possible that they might remove the building at a later date. 5) Town Staff are reviewing a different location for the Farmers Market for the 2013 session. 6) The Edge church is relocating from King William Avenue to West Point Station shopping center next to the State Farm Insurance office.

## **VII. Old Business**

### **B. Appointment/Re-appointments**

Mr. Edwards advised that all the appointment and re-appointments are complete, the EDA now has a full membership.

### **C. Industrial Park Update**

Mr. Edwards advised there are two prospects for the Industrial Park. One prospect is a small project that may not develop into anything, the second inquiry is a bigger project that might be a viable project.

### **D. Downtown Business Center Update**

Mr. Edwards advised that TC Moore has moved out of her office in the Business Center into the Town Hall, there is a tenant in her Old office. Back Door Trading has expanded and is now renting two offices.

## **VIII. New Business.**

There was nothing to discuss under New Business.

**IX. Next Meeting Date:** Thursday, March 19th, 2013.

Mr. Lawson made a motion to change the meeting date to the Third Tuesday of the month, quarterly, at 6:00 PM. Seconded by Mr. Lee, upon a unanimous vote the motion was approved.

**X. Adjournment**

There being no further business, Carol Cunningham adjourned the meeting at 6:40 p.m.

Approved \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Carol Cunningham  
West Point Economic  
Development Authority

**Members Terms**

Lauren Shephard, Chairperson	843-7272	9/30/16
Debbie Brockwell	843-2485	9/30/13
Carol Cunningham,	843-7399	9/30/13
Lisa Graham	843-2708	9/30/16
Paul Kelley	314-2120	9/30/14
Jack Lawson	843-3500	9/30/16
W. Bernard Lee	381-9868	9/30/14