

**WEST POINT
ECONOMIC DEVELOPMENT AUTHORITY MINUTES
October 26th, 2011**

I. Call to Order

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

Members Present: Carol Cunningham, Chairman
Lisa Graham
Jack Lawson
William B. Lee
Paul Kelley
John Koch, Vice Chairman
Lauren Shephard

Also Present: John B. Edwards Jr., Town Manager
Shawn Hershberger, Economic Development Coordinator
Karen Barrow, Town Clerk

II. Review of Agenda

There were no changes made to the agenda.

III. Adoption of Minutes

July 27th 2011

Mr. Lawson made a motion to adopt the minutes of July 27th 2011 as written, seconded by Mr. Kelley. Upon a unanimous vote the motion was approved.

IV. Financial Report

September 2011

Shawn Hershberger advised that there was one expense for grass cutting at the industrial park for \$4,452.00.

Mr. Lawson made a motion to adopt the Finance Report, seconded by Mr. Kelley. Upon a unanimous vote the motion was approved.

Lauren Shephard arrived at the meeting. After reviewing the Finance Report, Ms. Shephard advised that the "Current Liability" is still reflected in the report and that it should be "Non-Current Liability".

V. Economic Development Update

Shawn Hershberger advised there was an article in the Tidewater Review for Virginia Natural Gas and a proposed gas line to Rock-Tenn for operation purposes. Four on the Shore are reviewing the 7th Street Marina project, at a recent meeting Four on the Shore did show interest in the original project but did not give a commitment to commencing the project.

VI. Old Business

A. Industrial Park Update

1. Compana Waltz

Shawn Hershberger advised the listing contract with Compana Waltz has been signed and Compana Waltz will become more active with the listing of the Industrial Park.

B. Downtown Business Center

Shawn Hershberger advised there was nothing to report.

C. Web Site

Shawn Hershberger advised the frame work is ready and that each individual department is currently preparing information for the Web Site. Pictures will be taken of available commercial sites to post under the Economic Development section.

Mr. Lawson suggested the Town obtain written permission from property owners prior to posting information on the web site.

D. Budget for FY 2011-12

Shawn Hershberger advised the budget for FY 2011/12 has not been adopted.

Lauren Shephard advised that she has a concern with the grant funds showing in the operating budget because it is cash the EDA already has, it is not revenue, therefore it is misleading.

Jack Lawson made a motion to adopt the attached budget for FY 2011/12, seconded by William Lee. Recorded Vote: Carol Cunningham, Lisa Graham, Paul Kelley, John Koch, Jack Lawson and William Lee all voted "Aye", Lauren Shephard abstained from voting.

VII. New Business

A. November Meeting

Shawn Hershberger advised the November meeting is scheduled the day before Thanksgiving.

The consensus of the EDA is to combine the November and December meeting on December 7th 2011 at 6 PM.

B. EDA meetings

Mr. Lawson suggested the EDA hold quarterly meetings and if the Economic Development Coordinator had action items a called meeting can be scheduled.

Carol Cunningham asked for meetings to be placed on the December 7th agenda.

VIII. Next Meeting Date: December 7th, 2011.

IX. Adjournment

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

Approved _____ / _____ / _____
Carol Cunningham,
Chairman
West Point Economic
Development Authority
Members Terms

Carol Cunningham, Chairman	843-7399	9/30/13
Lisa Graham	843-2708	9/30/12
Paul Kelley	314-2120	9/30/14
John Koch, Vice Chairman	843-7374	9/30/13
Jack Lawson	843-3500	9/30/12
W. Bernard Lee	842-2384	9/30/14
Lauren Shephard	843-7272	9/30/12