

West Plains/Airport Area Public Development Authority

January 16, 2020

11:30 AM – 1:00 PM, scheduled time

Minutes - Regular Meeting

Attendance

WP-AA PDA Members present: Greg Birchell, William Butler (via phone), Al French, Gerry Gemmill, Larry Krauter

WP-AA PDA Members absent: Breean Beggs

WP-AA Staff present: Todd Coleman; Executive Director, Sueann Herkel; Executive Assistant, Taud Hume; Legal Counsel

WP-AA Staff absent: None

Staff/Guests present: Hannahlee Allers, Tom Briggs, Toby Broemmeling, Penn Brownlee, Lindsay Chapman, Meagan Garrett, Jeff Jurgensen, Kyle Richardson, Julie VanWormer, Bill White

Meeting called to order 11:35 am

Welcome and Introductions:

Board Chair Al French conducted roll call of Board, quorum present.

Public Comment/Courtesy of the Floor:

None

Action Item No. 1: Approval of Minutes: December Work Session

Board Treasurer Larry Krauter motioned to approve December 12, 2019 Work Session Board Meeting minutes. Board Member Gerry Gemmill seconded. Motion passed unanimously.

Action Item No. 2: Approval of Minutes: December Regular Board Meeting

Board Treasurer Larry Krauter motioned to approve December 19, 2019 Regular Board Meeting minutes. Board Secretary Greg Birchell seconded. Motion passed unanimously.

Action Item No. 3: Approval of the December 11, 2019 – January 10, 2020 Financials

Board Treasurer noted that he reviewed the financials and all is in order. Board Member Gerry Gemmill made a motion to approve the December 11, 2019 – January 10, 2020 Financials. Board Treasurer Larry Krauter seconded. Motion passed unanimously.

Action Items No. 4: Approval of Resolution No 2019-02, PDA HR Manual

Discussion was held concerning Christmas Eve Day and whether that should be a holiday. Executive Director responded that the day will be considered a workday with flexibility.

Project Updates, Presentations and Briefings:

1. Marketing Collateral Update: Penn Brownlee of Houdini Interactive and Meagan Garrett of Brand Venture Consulting presented a tri-fold brochure and PowerPoint presentation for review by the Board. Some members of the Board proposed changes to both products. Other members applauded the efforts. Meagan specifically briefed the Communication Plan which includes several events in the West Plains and surrounding areas and beyond to include nationally and internationally.

2. Project Updates: None

Other Business:

1. **Unfinished Business**

None

2. **New Business**

None

Other

Board Member Items:

None

At 12:45 PM, the January 16, 2020 meeting was adjourned.