

Development Authority of Butts County
Monthly Board Meeting Minutes

The Development Authority of Butts County held its monthly meeting on Friday, June 14, 2024 at the Historic Butts County Courthouse, 25 Third Street, Jackson, GA.

Development Authority Members present and comprising a quorum were:

Members	PRESENT	ABSENT	Members	PRESENT	ABSENT
Zach Burden	X		Roger McDaniel	X	
John Fisher		X	Alicia Washington	X	
John Harkness	X		Arthur White	X	
Fred Head	X				

Staff Present: Executive Director Bob White and Melissa Griffin, Workforce Development Coordinator. There were also several attendees from the High Falls Lake residential communities.

I. Welcome and Approval of the Agenda

Chairman Harkness called the meeting to order and confirmed that a quorum was present. On a motion by Mr. Burden, seconded by Mr. Head, the Board voted unanimously to approve the agenda.

II. Approval of the Minutes

a) June 14, 2024 – Monthly Meeting

On a motion by Mr. Head, seconded by Mr. Burden, the Board unanimously approved the Minutes of the June 14, 2024, monthly meeting.

III. Board Items for Discussion and Action

a) Financial Reports June 2024

- Checking IDA
- Checking DABC
- MasterCard Credit Card
- Joint Development Authority of Butts & Spalding

Executive Director White advised that the 1st quarter FY2025 Budget allocation of \$28,750 had been deposited in the Authority checking account. On a motion by Ms. Washington, seconded by Mr. Head, the Board voted unanimously to accept the Financial Reports as presented.

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IV. Old Business

- a) **FY2024 End of Year Budget Update:** Executive Director White provided a preliminary FY2024 Budget update. He noted that several budget categories including Legal Fees and Grant Consulting which were significantly over the projected Budget due to unanticipated additional legal and two overlapping REBA Grant expenditures, and an increase in FFE due to the unanticipated purchase of a copier for the Authority, while Travel, Meetings & Conferences and Marketing were substantially under budget. Mr. White noted that – when the FY2024 expenditures are finalized, the FY2024 Budget would need to be amended prior to the submitting of fiscal year documents to the auditors.
- b) **Development Authority Website Update:** As discussed at the June meeting, action on the proposed modifications and updates to the Authority website were postponed until the July meeting to allow for several board members who were not present at the June meeting to be able to participate in a vote. On a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted unanimously to accept the proposal, as submitted by 365 Degree Total Marketing for \$16,900, and for staff to begin working with the company on the website update.

V. New Business:

- a) **Public Officials Liability Insurance Policy Renewal:** Bob White provided a copy of an Automatic Renewal Letter from Greenwich Insurance Company as provided by Millenium of Griffin Insurance Company acting as agent for the company which contained a quote totaling \$3,173 which was unchanged from the previous year. On a motion by Ms. Washington, seconded by Mr. McDaniel, the Board voted unanimously to accept the proposal and to authorize payment of the policy renewal fee as presented.

VI. Staff Reports and Information – Bob White and Melissa Griffin provided a brief update on project activity since the last meeting.

VII. Executive Session- Legal Matter: On a motion by Mr. McDaniel, seconded by Mr. Arthur White, the Board voted unanimously to enter Executive Session to discuss a legal matter.

Following discussion, there was a motion by Mr. Head, seconded by Mr. Burden, to reconvene the Open Meeting. Back in open session, Chairman Harkness reported that no action would be taken.

VIII. Adjournment: On a motion by Mr. Arthur White, seconded by Mr. Head, the Board voted unanimously to adjourn.

The Minutes will be officially approved by the Board on: August 9, 2024

Executive Director

Chairman