

**MINUTES OF MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
OF ST. JOHNS COUNTY
November 13 2017, 3:16 PM**

Members Present: Peter Apol, Joseph Rowell, Vivian Helwig, Henry Green and Thomas Skinner

Members Absent: None.

Guests Present: See attached sign in sheet.

Mr. Apol brings the meeting to order at 3:16 PM.

Mr. Apol asks for roll call.

All members present

Mr. Apol asks for Public Comment.

No public comment.

Mr. Apol moves to additions and deletions to the agenda.

None noted.

Mr. Apol moves to approval of the minutes for October 9, 2017.

Discussion.

Motion Mr. Rowell, Second Mr. Green to approve the minutes for October 9, 2017 as presented.

Vote unanimous.

Mr. Apol moves to Treasurer's Report.

Mr. O'Connell presents financial statements for October and a check made out to W.H. O'Connell & Associates, P.A. in the amount of \$825.00 for accounting services.

Discussion.

Mr. Apol moves to regular business.

Mr. Apol moves to the Westminster Pines schedule and closing.

Mr. Dobson goes over the schedule for the closing on the bond issue.

Mr. Apol moves to the Purchase/procurement policy update.

Mr. Dobson presents to the Authority a draft of a Procurement Policies and Procedures.

Discussion.

Mr. Dodson suggests that each member review the draft for comments at the next meeting.

Discussion.

Mr. Apol moves the meeting to the FCMA 2018-19 Manufacturing on the First Coast publication.

Discussion.

Motion Helwig, Second Mr. Rowell to move forward with having a feature on the back page of the FCMA Publication in conjunction with or without the Chamber of Commerce and allowing the Chairman Peter Apol to withdraw.

Vote unanimous.

Mr. Apol moves the meeting to reports from members.

Mr. Rowel no report

Mr. Helwig asks what publications the County and the Chamber advertise in.

Discussion,

Mr. Green no report

Mr. Skinner no report

Mr. Apol asks for reports from staff.

None noted

Mr. Apol states the next meeting is January 8, 2018 at 3:00PM

Motion Mr. Green, Second Mr. Skinner to adjourn a 4:37 PM.

Vote unanimous.

IDA

SIGN IN SHEET

IDA BOARD MEMBERS		IDA MEETING DATE: <u>11/13/17</u>
1	Joseph Lawler	
2	Peter Apol	
3	Henry Green	
4	Viv Helwig	
5	Rusty Schiowner	
6		
7		

VISITORS / GUESTS		Who do you represent?
1	MAH Cornwall	CPA for Authority
2	Julie Long	SJC
3	Geoff & Deb	ATA
4	Deb S. Smith	SJC BCC
5	Melissa Glasgow	SJC
6	Michael Mc Cabe	ATA
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