

**MINUTES OF MEETING  
INDUSTRIAL DEVELOPMENT AUTHORITY  
OF ST. JOHNS COUNTY  
October 09, 4:00 PM**

**Members Present:** Peter Apol, Joseph Rowell, Vivian Helwig (via call in), Henry Green and Thomas Skinner

**Members Absent:** None.

**Guests Present:** See attached sign in sheet.

Mr. Apol brings the meeting to order at 4:00 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 August 14, 2017.

Discussion.

Motion Mr. Rowell, Second Mr. Skinner to approve the minutes for August 14, 2017 as presented.

Vote unanimous.

Mr. Apol moves to Treasurer's Report.

Mr. O'Connell presents financial statements for July, financial statements for August, proposed budget amendment for 2016-2017, proposed budget for 2017-2018, check made out to W.H. O'Connell & Associates, P.A. in the amount of \$175 for accounting services, check made out to W.H. O'Connell & Associates, P.A. in the amount of \$950 for accounting services, and check made out to the DCA in the amount of \$175 for the Authority's annual fee.

Discussion.

Motion Mr. Skinner, 2<sup>nd</sup> Mr. Green to adopt the amended budget for 2016-2017 as present with Excess of Revenues and Cash Carryforward over Expenditures of \$266,262.

Vote unanimous.

Mr. Apol moves to the proposed budget for 2017-2018.

Discussion.

Motion Mr. Skinner, 2<sup>nd</sup> Mr. Green to adopt the 2017-2018 budget as presented without the notes at the bottom of the page.

Vote unanimous.

Mr. Apol moves to regular business.

Mr. Apol moves to the election of officers and asks the member for nominations.

Chair

Mr. Green nominates Mr. Apol as chair, 2<sup>nd</sup> Mr. Rowell. Mr. Helwig nominates Mr. Skinner and Mr. Skinner declines the nomination.

Motion Mr. Green, 2<sup>nd</sup> Mr. Rowell to have Mr. Apol as chair.

Vote unanimous.

Vice-Chair

Mr. Rowell nominates Mr. Skinner as vice-chair, 2<sup>nd</sup> Mr. Green.

Motion Mr. Rowell, 2<sup>nd</sup> Mr. Green to have Mr. Skinner as vice-chair.

Vote unanimous.

Secretary

Mr. Apol nominates Mr. Green as secretary, 2<sup>nd</sup> Mr. Skinner.

Motion Mr. Rowell, 2<sup>nd</sup> Mr. Skinner to have Mr. Green as secretary.

Assistant Secretary

Mr. Green nominates Mr. Rowell, Mr. Helwig and Mr. Skinner as assistant secretary, 2<sup>nd</sup> Mr. Apol.

Motion Mr. Rowell, 2<sup>nd</sup> Mr. Green to have Mr. Rowell, Mr. Helwig and Mr. Skinner as assistance secretary.

Vote unanimous.

Mr. Apol moves to the IDA survey results.

Ms. Glasgow presents the survey to the Authority.

Mr. Apol reviews the report with the members.

Discussion on the report and it findings.

Mr. Apol asks Mr. Dobson if the Authority needs a procurement policy.

Discussion.

Mr. Dobson states he will provide the Authority with a draft of a purchase/procurement policy that is simplified.

Mr. Apol moves to adjournment and states the next meeting is November 13<sup>th</sup> at 3:00PM

Motion Mr. Rowell, 2<sup>nd</sup> Mr. Skinner to adjourn at 5:10pm.

Vote unanimous.

# IDA

## SIGN IN SHEET

### IDA BOARD MEMBERS

1	RUSBY SKINNER
2	JOSEPH ROWELL
3	PETER APOL
4	Henry Green
5	Viv Helwig (telephonem)
6	
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### IDA MEETING

DATE: 10/9/17

### VISITORS / GUESTS

### Who do you represent?

	VISITORS / GUESTS	Who do you represent?
1	W. H. O'CONNELL	CRA
2	Julie Long	SJC
3	Geoff. Dobsen	ATTY
4	<del>HELEN</del> Melissa Glasgow	SJC
5	Bradley Buttrick	SJC
6	Jeb S. Smith	SJCRC
7	Michael McCale	ATTY
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