

**MINUTES OF MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
OF ST. JOHNS COUNTY
September 13, 2021 11:00 am
at
500 San Sabastian View, St. Augustine FL**

Members Present: Melissa, Churchwell, Kevin Kennedy, Chet Frith, Geoffrey Litchney and Vivian Helwig

Members Absent: none

Guests Present: See attached sign in sheet.

Mr. Litchney brings the meeting to order at 11:01am.

Mr. Litchney asks for roll call. All members present

Mr. Litchney asks for public comment.

No public comment.

Mr. Litchney asks for additions and deletions to today's agenda.

No additions or deletions to today's agenda.

Mr. Litchney moves the meeting to approval of the minutes of the April 12, 2021, May 10, 2021, July 12, 2021 and August 9, 2021.

Discussion.

Motion Mr. Frith, second Mr. Kennedy to approve the minutes of April 12, 2021, May 10, 2021, July 12, 2021 and August 9, 2021 as presented.

Vote unanimous.

Mr. Litchney moves the meeting to the Treasurer's report.

Mr. O'Connell presents one check for payment \$398.00 for accounting services payable to W.H. O'Connell & Associates, PA. He asks for questions about the financials that were sent to each member.

Mr. Helwig asks about the current cash balance of the Authority.

Discussion on the cash held by the Authority.

Motion Mr. Kennedy, Second Ms. Churchwell to approve the presented financial statements and check for payment.

Vote unanimous.

New Business:

IDA Budget items.

Mr. O'Connell presents to the Authority a draft of an amended budget for 2020-2021 fiscal year and a proposed budget for the 2021-2022 fiscal year. Mr. O'Connell reviews the proposed adjustments and proposed budget and asks the member to comment.

Discussion.

Branding Project update

Ms. Meeks gives an update on the progression of the project. She states 4 companies applied of which one was from St. Johns County and one from Duval County. The project should start in two months and she will bring additional details to the next meeting.

Discussion.

PR/Communications Strategy for IDA Bond Issuances – Continued Discussion.

Mr. Kennedy suggests that the IDA have press releases for economic development purposes and asks if the board believes there is an opportunity here.

Discussion.

Mr. Litchney asks is there a limitation or restrictions on what type and the content of a press release by the Authority.

Discussion.

Mr. Dobson states most of our business is from regional law firms and we can only do Bonds in St. Johns County or multiple counties if a project has a St. Johns County component.

Discussion.

Mr. Kennedy asks are there any restrictions on the IDA marketing?

Discussion.

Mr. Helwig states that it would be good to have the IDA's story told.

Mr. Litchney asks what steps would be needed to move forward with a PR company.

Discussion.

Mr. Kennedy states he can develop a frame work of what could be done.

Mr. Litchney asks Mr. Kennedy to develop a frame work and report back.

Reports:

Mr. Litchney states that Bayview attended the last meeting and presented an update on the progression of the sale of the project.

Discussion.

Mr. Frith states he missed last meeting with COVID.

Mr. Helwig – no report.

Mr. Kennedy – no report.

Ms. Churchwell – no report.

No report from the Chamber

No report from County

Mr. Litchney states the next meeting will be October 11, 2021.

Motion Mr. Kennedy, Second Mr. Frith to adjourn at 11:31 am.

Vote unanimous.

IDA

SIGN IN SHEET

IDA BOARD MEMBERS

1	Melissa Churchill
2	Nevin Kennedy
3	Geoff Litchney
4	CHET FRITH
5	Viv Helwig
6	
7	

IDA MEETING

DATE:

9/13/21

VISITORS / GUESTS

Who do you represent?

1	W H O'Connell	CPA
2	Cathy Newman	SJC chambers
3	Geoff Doherty	ATTY
4	TERA MEERS	SJC
5	JAN SMITH	BOCC
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