

PAMPA ECONOMIC DEVELOPMENT CORPORATION  
Board of Directors Meeting  
Minutes from  
February 15, 2018

PRESENT: Gary Sutherland, Glennette Goode, Cay Warner, Bob Williams, Bill Roy  
Ken May

ABSENT: Bill Bridges

ALSO PRESENT: Clay Rice, Vanessa Buzzard, David Dickerson, Shane Stokes,  
Robert Rivas, Tatiana Rivas, Tyler Grisham, Spencer McElhannon and  
Debbie Winegeart

CALL TO ORDER: President Sutherland called the meeting to order at 4:05 p.m.

Board Member Warner opened the meeting with prayer.

Minutes

No minutes were approved due to an incorrect date on the agenda.  
The January 18, 2018 Minutes will be approved at the March 22, 2018.

Citizens Forum

There were no public comments during the meeting.

2016-2017 Audit

Henry Davis with Doshier, Francis and Pickens presented the 2016-2017 Audit for Pampa EDC.

A motion was made by Board Member May to approve the Audit as presented, Board Member Williams seconded, with each Board Member voting AYE, the motion carried.

Presentation by Robert Rivas

Robert Rivas came before the Board of directors to request a loan in the amount to pay off the current owner's note and reestablish an agreement with the EDC in his name for the existing Jump N Jive.

Policy and Procedures Manual

The Board of Directors discussed the necessity of implementing a new Policy and Procedure Manual. President Sutherland requested the Board of Directors review Amarillo Economic Development Corp.'s Policies and Procedures Manual pages 1-12 to be discussed at the next regularly scheduled meeting.

Pampa Economic Development Corp. Charter and Bylaws

A copy of the Charter and Bylaws were provided to review for future reference.

### Property to Purchase

Discussion was held to purchase and clean up property in or around Pampa to improve the appearance of the entrances to Pampa.

### Report from Clay Rice, Executive Director

Rice reported on these items:

#### Calendar

The Pampa EDC Board Meeting for March was rescheduled due to Spring Break and Board Members scheduling. The meeting will be March 22, 2018.

Rice will attend the Plastics Trade Show in May 2018 with The High Ground of Texas in Orlando, Florida. Rice will consider setting up appointments through Don Flor a Site Selector Rice has used for a recruiting trip.

Rice will get tickets for the Board Members for the Pampa Chamber Annual Awards Banquet. The Board gave Rice approval to call Ken King and request him to write a letter of support for the affordable housing (apartments) project.

#### Website Videos

- There are three videos on our website.
- The PEC Video is complete. Rice will contact ED SUITE and have the video put on the website.
- The Board made suggestions for the next video.
  - Events in Pampa

### Goode Presented the Treasurer's Report

#### PEC

Rice informed the Board of Directors that the report will be ready the week of February 19<sup>th</sup>, 2018.

#### LPS

Rice informed the Board of Directors that the report will be ready the week of February 19<sup>th</sup>, 2018.

### Executive Session

The Board of Directors met in closed session at 5:55 p.m., in accordance with Texas Government Code, Subchapter D, Section 551.074 and Section 551.087.

### Open Session

President Sutherland reconvened the Board in open session at 6:34 p.m.

No action was taken by the Board concerning any discussion held in executive session.

### Date and time of next meeting

The next scheduled meeting for the Pampa EDC will be March 22, 2018 at 4:00 p.m. at 107 E. Foster, Pampa, Texas.

### Adjournment

With no further business on the agenda Board Member May made a motion to adjourn at 6:36 p.m. Board Member Goode seconded, with each Board Member voting AYE the motion carried.

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Gary Sutherland, President

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Debbie Winegeart, Admin. Assistant