

PAMPA ECONOMIC DEVELOPMENT CORPORATION  
Board of Directors Meeting  
Minutes from  
October 18, 2018

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

ABSENT: Bill Roy

ALSO PRESENT: Clay Rice, Vanessa Buzzard, Shane Stokes, Debbie Winegeart, Spencer McElhannon and David Dickerson

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

Bill Bridges opened the meeting with prayer.

Minutes

A motion was made by Board Member May to approve the September 20, 2018 minutes, Board Member Goode seconded, with each Board Member voting AYE, the motion carried.

Citizens Forum

There were no public comments during the meeting.

Public Hearing for a Loan to Kara Stabel dba Skinsational

President Sutherland read the following, then opened the floor for Public Comments.

A Public Hearing was held to discuss a loan to Kara Stabel dba Skinsational in the sum of \$9,995.00, subject to the Company meeting the following contingent terms.

A public hearing was held by the Pampa Economic Development Corporation on October 18, 2018 at 4:00 p.m., at the Pampa EDC Office, 107 E. Foster, Pampa, Texas, to discuss a loan for \$9,995.00 to Kara Stabel dba Skinsational for the purchase of an Infrared Wellness POD, with the POD being used as collateral. Loan to be for 5 years and 6 months at 5% interest with 1<sup>st</sup> six months interest free. The 1<sup>st</sup> payment to begin the 7<sup>th</sup> month after funding. Time for forgiveness will begin on day one of full- time employment.

Loan forgiveness for each full-time employee (or employee equivalent – 2080 hours per year), employed for twelve (12) months not including Kara Stabel.

Forgiveness to the maximum amount of the indebtedness of \$9,995.00.

Ms. Stabel will be required to counsel with Spencer McElhannon Leading EDG quarterly and a report to the Board on the progress of the business.

Policy and Procedures Manual

The next Policy and Procedure Meeting is scheduled for December 11, 2018 at 12:00 p.m.

### Report from Clay Rice, Executive Director

Rice reported on these items:

#### Calendar and Schedule

- October 24<sup>th</sup> and 25<sup>th</sup> Rice and Winegeart will attend The High Ground of Texas Annual Meeting in Lubbock, Texas.
- November 1<sup>st</sup> and 2<sup>nd</sup> will be the annual audit by Dosier, Pickens and Francis auditing firm.
- Rice reported on the first of the phone meetings set up by the FLOR Group on October 15, 2018 the company he spoke with outsources IT support.
- Rice discussed a European Real estate Conference (MIPIM) which is the largest real estate event in Europe. He discussed the different levels of sponsorship and the cost of each. The Board had questions about the different levels and what opportunities came with each level. The Board requested Rice get more information and choose which level of sponsorship would best promote the Pampa EDC, PEC and LPS.

### Pampa EDC Project Updates - Report from Clay Rice, Executive Director

#### CP Tactical, LLC

- Rice spoke with the owner Chance Paris; the business is doing well, he has hired his brother full-time. Mr. Paris has met with several different companies from different industries.

#### ReNew Test, LLC.

- Rice spoke with owner David Carr, Carr reported there has not been any change in the status of turbines. He still does not have any turbines to test. He continues to talk to companies about testing.

#### Country II, Inc.

- Rice spoke with the owners they reported they have not closed the deal as of date.

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#### Youree Surveying and Mapping

- Rice spoke with owner David Youree he reported that business has been good. As of date Youree has not hired any employees.

### Policy and Procedures Manual

The next Policy and Procedure Meeting is scheduled for December 11, 2018 at 12:00 p.m.

### Employees, Board Members and Contractors Bonding

Bill Bridges with Insurica Insurance reported as of September 19, 2018 Employees and Contractors were covered by a 2-million-dollar bond. Bridges will confirm that Board Members are covered as well. Insurica will send the policy and an invoice for the coverage. The estimated cost per year is \$1,175.00.

### Goode Presented the Treasurer's Report

Executive Session

The Board of Directors met in closed session at 5:12 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 5:32 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 November 15, 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 5:32 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