

CITY OF LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION

Finance Committee Meeting

Leon Valley Conference Room 6400 El Verde Road, Leon Valley, Texas 78238 Wednesday, March 16, 2016

MINUTES

Review of Accounts Payable for February and March 2016

Ms. Ana Federico Economic Development Administrative Assistant presented two accounts payable spreadsheets for February and March 2016. The meeting packet also included an 8-month (Feb-Sep) Budget/Spending spreadsheet with a breakdown of expenses for February and March. Board President Patricia Manea and Board Secretary Larry Proffitt made the recommendation to prepare and attach the accounts payable spreadsheets only for Finance Committee meeting and asked that the 8-month budget/spending spreadsheet always be included in the LVEDC Board Meeting each month.

Review Outside Attorney Dan Pozza's Invoice

Finance Committee reviewed Dan Pozza's Invoice and the committee made sure the fee was included in the budget/spending spreadsheet for the LVEDC Board to review.

Review receipts from approved vendors for Façade and Signage Program, discuss reimbursement Brenda Tellez-Tellez Tamales Adrian De Los Reyes- Farmers Insurance

Ms. Federico introduced submitted receipts from Ms. Brenda Tellez with Tellez Tamales and presented before and after pictures of the façade and signage work that was completed. She also introduced the submitted receipt from Mr. Adrian De Los Reyes with Farmers Insurance; before and after pictures were also presented to the committee. The board agreed to proceed with reimbursement and asked for checks to be prepared for signature at the LVEDC Board Meeting March 23, 2016.

Discuss IRS "Request For Abatement and Refund"

Ms. Manea introduced emails she received from CPA Accountant Jorge Herrera and asked City/Board Attorney Roxann Cotroneo for advice in the matter. Ms. Cotroneo asked the committee to give her time to review paperwork so that she can prepare a letter to be mailed to the IRS.

Consider, discuss and take action to approve LVEDC Finance Committee Minutes- February 16, 2016

Ms. Federico introduced minutes for February 16, 2016, which Ms. Manea prepared for the Board to review and approve. The committee agreed to present the minutes to the LVEDC Board for approval.

Review and discuss invoice for LVEDC name tags and business cards

Ms. Federico presented an invoice from Monarch Trophy for name tags; she also included artwork proof and asked if she could proceed with the order. The committee reviewed and gave authorization for Ms. Federico to move forward. Ms. Federico informed the committee she was still waiting for a quote from Horizon Printing for the business cards, she promised to keep the committee informed as soon as she had an update.

Review and discuss draft contract Proposal Suite



Ms. Manea informed the committee she was working with Justin from Ed Suite regarding cloud storage for the LVEDC Board to make use of. Ms. Manea promised to email a link to the committee with a log in to see the material.

Discuss website services and possible reimbursement to Ms. Patricia Manea for buying LVEDC website domain name

Ms. Manea informed the committee about the domain name for the LVEDC website which she purchased so that the website can be up and running; she mentioned the domain was obtained from GoDaddy and received a discount of \$31.00. Ms. Manea asked that the reimbursement be added to the April LVEDC accounts payable.

Review and discuss Adobe Nitro software purchase for preparing LVEDC meeting packets

Ms. Federico presented basic information regarding the software Adobe Nitro and made the recommendation to purchase the software as it will benefit when preparing monthly meeting packets.

Miscellaneous

Discuss and prepare for LVEDC March 23, 2016 Meeting Agenda

Ms. Manea reviewed the draft LVEDC March 23rd meeting agenda and asked to meet with Ms. Federico after the finance committee meeting to add information.

Announcements
Texas Economic Development Council
Leon Valley Area Chamber of Commerce

A flyer was attached to the meeting packet for a conference in April 2016 for Texas Women in Economic Development Conference.

The meeting packet included an application/announcement from the Leon Valley Area Chamber of Commerce regarding its 18th Annual "Silent Auction".

These minutes approved by the City of Leon Valley Economic Development Corporation- Finance Subcommittee on the 27th of April, 2016.

ATTEST

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LVEDC SECRETARY

day.

PATRICIA MANEA

LVEDC PRESIDENT