



**CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION
FINANCE WORK GROUP MEETING**

Leon Valley City Hall- Large Conference Room
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, July 20, 2016 at 10:00 a.m.

MEETING NOTES

In attendance: President Patricia Manea, Treasurer Michael McCarley, Secretary Larry Proffitt and Economic Development Administrative Assistant Ana Federico. Vice President Joseph Nazaroff asked to be excused due to personal business time line.

1. Consider, discuss and take possible action to approve Accounts Payable for July 2016.

Economic Development Administrative Assistant Ana Federico presented the accounts payable for the month of June 2016 (see attached document in the packet).

2. Consider, discuss and take possible action to approve LVEDC June 2016 Financial Report from the Leon Valley Finance Department.

Secretary Larry Proffitt reviewed June 2016 Financial Reports and indicated everything seemed to be correct, the Finance Work Group agreed to present the report to the rest of the LVEDC Board at the July 27th Meeting.

3. Consider, discuss and take possible action on Façade and Signage candidates who did not meet the July 1, 2016 deadline.

President Patricia Manea informed the Finance Work Group about an email she received from Business Owner to *Bring Your Own Parts* where he showed interest for the 10k he had originally been awarded through the Façade and Signage Program. President Patricia Manea also informed the group the email was received after the July 1, 2016 deadline and asked Economic Development Administrative Assistant Ana Federico if a response had been replied. Federico informed the group she replied with an email explaining that his award had been voided because he did not meet the July 1, 2016 deadline. She also offered him to re-apply to the program and attached the application to the email. No other outstanding candidate reported to the LVEDC after the July 1, 2016 deadline.

4. Consider, discuss and take possible action to approve expenditures for investment training online.

The Finance Work Group reviewed the expenditure in the accounts payable spreadsheet (item #1) and agreed to present the expense to the rest of the LVEDC Board at the July 27th Meeting. President Patricia Manea asked Economic Development Administrative Assistant to send Vice President Joseph Nazaroff a reminder to take the course soon.

5. Consider, discuss and take possible action to approve expenditures for ICSC Conference in Austin, TX (August 18, 2016) and Dallas, TX (October 5-7, 2016).

The Finance Work Group reviewed the flyers for each event and the fees. The group agreed to present the expense to the rest of the LVEDC Board at the July 27th Meeting.

6. Consider, discuss and take possible action to approve expenditures for TEDC 2016 Annual Conference in San Antonio, TX (October 19-21, 2016).

The Finance Work Group reviewed the event fees and agreed to present the expense to the rest of the LVEDC Board at the July 27th Meeting.

7. Consider, discuss and take possible action to approve check for petty cash.

Economic Development Administrative Assistant Ana Federico asked the Finance Work Group to consider having petty cash for the LVEDC. President Patricia Manea and Secretary Larry Proffitt agreed to write out a check for \$500.00 and asked that receipts are to be kept at all times. The group will present the expense to the rest of the LVEDC Board at the July 27th Meeting.

8. Consider, discuss and take possible action to approve The Retail Coach contract for Part 1 and Part 2.

President Patricia Manea reminded the group that The Retail Coach (TRC) Project was set aside (unattended) to focus on other projects which needed to be taken care of first. President Patricia Manea would like to pick back up the project and is presenting the agreement which was submitted by Senior Vice President Aaron Farmer from the TRC. President Patricia Manea announced his attendance at the upcoming LVEDC Board Meeting on July 27, 2016 and the presentation he will give to the LVEDC Board of Directors regarding Part 1 and 2 of the contract.

9. Consider, discuss and take possible action to approve expenditures for Aerial Focus project.

President Patricia Manea and Secretary Larry Proffitt agreed to suspend the proposed marketing project from Aerial Focus. President Patricia Manea would like to get with Public Works Director Melinda Moritz and see if the LVEDC can obtain some of her department's aerial maps for printing/marketing purposes.

10. Consider, discuss and take possible action on the LVEDC Budget for Fiscal Year 2016-2017.

Secretary Larry Proffitt presented his draft version of the LVEDC Budget for fiscal year 2016-2017. The Finance Work Group agreed to present the proposed budget to the rest of the LVEDC Board at the July 27th Meeting.

11. Consider, discuss and take possible action to approve the 07-27-2016 LVEDC Meeting Agenda.

Economic Development Administrative Assistant Ana Federico introduced the draft agenda to the 07-27-2016 LVEDC Board Meeting. The Finance Work Group tweaked some items and agreed to post the agenda.

12. Announcements by the President and Work Group Members.

President Patricia Manea asked Economic Development Administrative Assistant Ana Federico to forward the *FREE ICSC Webinar* information to the rest of the LVEDC Board for their consideration.