



**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, September 21, 2016 at 10:00 a.m.

---

**MEETING NOTES**

---

In attendance: Secretary Larry Proffitt and Economic Development Administrative Assistant Ana Federico. President Patricia Manea and Treasurer Michael McCarley were excused, and Vice President Joseph Nazaroff was absent.

1. Consider, discuss and take possible action to approve Accounts Payable for September 2016 and confirm funds available in checking accounts for payables.

Economic Development Administrative Assistant Ana Federico presented the accounts payable for the month of September 2016 (see attached document in the packet). Payables were recommended for approval, pending a confirmation of sufficient funds in the checking account.

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

Economic Development Administrative Assistant Ana Federico and Secretary Larry Proffitt reviewed the August 2016 Financial Reports. Secretary Proffitt stated, in his opinion, all reports appeared to be correct. He agreed to present the report to the rest of the LVEDC Board at the September 28<sup>th</sup> Meeting.

3. Consider, discuss and take possible action on plan for the Texas Conference & Deal Making-ICSC Dallas, TX.

Economic Development Administrative Assistant Ana Federico will wait to hear back from Vice President Joseph Nazaroff regarding his availability to attend the ICSC Texas Conference in Dallas. Board Director Gayle Monnig and Secretary Larry Proffitt reported they will not be able to attend. Ms. Federico will write out a check for registration and membership renewal according to the number of attendees for the conference. The check will be ready for signature by Vice-President Nazaroff prior to his departure on Thursday.

4. Consider, discuss and take possible action in setting parameters of board member's day/night coverage for mandatory training or conferences.

No action taken.

5. Consider and discuss additional night stay for Sales Tax Training on 9/22/16, and due to timing of inquiry, recommend approval of additional stay.

No action taken.

6. Consider and discuss the proposed repayment plan by the Leon Valley Area Chamber of Commerce. LVEDC will review and take action at 9/28/16 meeting.

Economic Development Administrative Assistant Ana Federico indicated that she has not received payment as of 09/21/2016. The LVEDC will review and take action on 9/28/2016.

7. Consider, discuss and take possible action to approve the 09-28-16 LVEDC Meeting Agenda.

Economic Development Administrative Assistant Ana Federico shared the 9-28-2016 draft agenda with Secretary Larry Proffitt. Mr. Proffitt asked to tweak some items including the time to start the meeting. Agreement was reached that the agenda should be posted as tweaked.

8. Consider, discuss and take possible action on the function of the LVEDC under the new structure pending the November election.

No action taken.

9. Announcements by the President and Work Group Members.

None.