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**Present:** Ric Byham, John Perrie, Isa Harrison, Craig Smith, Grant Clark  
**Staff:** David Bowen, Jim Armstrong

Quorum was established. Meeting called to order at 5:30 p.m. by Craig Smith.

**I. Agenda**

**II. CONSENT AGENDA: Motion by John Perrie** to approve the consent agenda. Motion seconded by Grant Clark. Motion passes unanimously.

**a. Minutes: Motion by John Perrie** to approve the minutes. Motion seconded by Grant Clark. Motion passes unanimously.

**III. Financials:**

**a. Aging report:**

**b. Balance Sheet:**

**c. Cumulative Budget:**

David presented the financials. **Motion by Ric Bynam** to approve the financials as presented, Motion seconded by Isa Harrison. Motion carries unanimously.

**IV. Old Business**

**a. Board Member Nomination Update:** Nicalee Smith approved by Council. David provided an overview of efforts to recruit additional members – Craig offered to contact a few potential candidates if supplied some names

**b. By-Laws Review:** Need to address appointing special resource participants and look for other proposed edits to the By-Laws. Wait for a full Board to start the process

**V. New Business:**

**a. Hobart Machined Products:** Lease termination notice received, vacation expected by 2/29

**b. Tripp Muldrow Report:** Complete and adopted as final by Council – Copy to be emailed to Board members

**c. Incubator Update – Bio-Diesel:** David provided overview regarding status

**d. City Dolarway Property:** Some interest generated, responding in coordination with City manager, RFP being developed

**VI. Good of the Order:** Suggested to acquire services of a screening service for credit worthiness of potential tenants

**VII. Adjourn** - Meeting adjourned at 6:00 p.m.