

## WOOD COUNTY INDUSTRIAL COMMISSION

January 4, 2018

Regular Monthly Meeting Minutes  
Hawkins Independent School District  
High School Campus Cafeteria  
Hawkins, Texas

The Wood County Industrial Commission met January 4, 2018 at 7 p.m., in the Hawkins High School Cafeteria in Hawkins, Texas.

### Members Present:

Robby Fair	Charles Mazarakes	Lowe Ann Elliott	Gerald Elliott
Ken Donahue	Dana Donahue	Martha Scroggins	Sam Scroggins
Jim Berry	Dan Kirk	Joanne Wisdom	JR Simpson
Chris Flournoy	Janna Castloo		

### Members Not Present:

Miste Davis	Richard Pearce	Neal Duncan	Ben Hudman
Allene Doggett	Shelly Ogle	Theresa Margos	

**Others Present:** Executive Director Kiki Bettis; Dr. Debi Crawford, Executive Director of the Hawkins Chamber of Commerce; Lisa Reynolds, Vice President of the Hawkins Chamber of Commerce.

- 1. Call To Order/Welcome:** Chairman Gerald Elliott called the meeting to order at 7p.m. The invocation was led by Robby Fair followed by the Pledge to the United State Flag led by Sam Scroggins. Chairman Elliott introduced Dr. Debi Crawford, executive director of the Hawkins Chamber of Commerce. Dr. Crawford welcomed and thanked the WCIC for their continued support. Crawford showed off their new grill which was purchased with grant monies received from WCIC as the Hawkins Chamber is working to reclaim the city as the "Pancake Capital". The Chamber has moved into the former Church of Christ building and several individuals as well as contractors have volunteered to assist with renovations of the building along with repairing the utilities and installing a new air conditioning unit. The city is looking at two new business prospects. Dr. Crawford also announced that the Chamber has connected with a group called Communities Unlimited. They work with rural communities in supporting small business development. They have consulting services with professionals including lawyers and business process people that can help people move from business plans to actual business. They can help short circuit some of the pitfalls that many startups hit. They visited Hawkins and helped a couple of small business prospects and both people really liked them. They then returned to their offices and requested that the grant that they are currently working under be extended to Wood County. They also have a small business loan program. Communities Unlimited sent a proposal to Dr. Crawford for what they could do for Hawkins with a matching fund (which would not have to be all at once) for the services that they could provide. Dr. Crawford said the grant is available to all of Wood County until June and if we have some people take advantage of it when they go for renewal of the grant they will include Hawkins-Wood County again.
- 2. Consent Agenda:** A motion was made by Sam Scroggins and seconded by Dan Kirk to approve the minutes from the regular meeting held November 2, 2017. Motion carried- unanimously. A motion was made by Dana Donahue and seconded by Martha Scroggins to accept the financial reports for the month of November 2017 as presented. Motion carried- unanimously.
- 3. Bylaw Revision: Change Record Keeping Responsibility from Board Secretary to Executive Director:** Bettis brought to the board a request to amend the bylaws with regards to the role and responsibilities of the board secretary. The bylaws currently state: the Secretary shall keep the minutes of all meetings of the membership and shall be the custodian of all books and records of the Commission; shall keep a register of the post office address of each member; shall in general perform all duties incident to the officer of Secretary and such other duties as from time be assigned by the Chairman or membership. When deemed appropriate, the Executive Director may

fulfill the responsibilities of the Secretary. The proposed amendment stated: the Secretary shall ensure all rules; parliamentary procedure and bylaws of the organization are adhered to by the board during meetings and the implementation of board decisions. The Secretary shall ensure that the board's actions are in line with legal requirements, local and state law, and the organization's bylaws. In the event that either the Chairman or Vice Chairman cannot attend a board meeting or resigned from their position, the Secretary may temporarily step in that role; the Secretary can call the meeting to order and preside over the meeting until another board member is temporarily appointed to the position. When deemed appropriate, the Secretary may fulfill the responsibilities of the Executive Director. A motion was made by Martha Scroggins to accept the proposed amendment to the bylaws under Article V, Section 5.02 changing the responsibilities of the board secretary to the Executive Director as implemented into the job description. The motion was seconded by Janna Castloo; Motion carried-unanimously.

4. **Branding/Marketing Committee Report:** Bettis reported that the Branding/Marketing Committee met on December 18 for a brainstorming session to discuss the internal and external brand as well as the marketing strategy for the WCIC. The Committee is scheduled to meet again on January 22.
5. **Chairman's Report:** Chairman Elliott announced the appointment of Vic Savelli as the Lodging Representative from the unincorporated (area) lodging industry as a non-voting member of the Promotions Committee. Savelli will serve in an advisory capacity to provide insight, information and knowledge to the Promotions Committee regarding Wood County activities pertinent to the distribution of hotel/motel (tourism) funds.
6. **Executive Directors Report:** Bettis reported several forums being held throughout the County with the exception of the city of Winnsboro. Bettis suggested WCIC host an "informational" forum in Winnsboro in order to give the citizens of Winnsboro the opportunity to meet and greet the candidates seeking the offices of County Judge, Precinct 4 Commissioner and District Clerk. She expressed the importance of keeping the lines of communication open with the public as well as our elected officials. Also it would be minimal to no cost to host the event. Bettis asked the board for a recommendation to precede or halt the idea. Chairman Elliott and Charles Mazarakes volunteered to look for a potential venue while Bettis was asked to verify whether or not the Commission could host such an event.
7. **Community Reports:**
  - Alba-* No activities are planned at this time.
  - Golden-* Several electrical outages in the area due to the cold weather.
  - Hawkins-* Junior High Basketball tournament will be held this weekend.
  - Holly Lake Ranch-* There will be a Political Forum held January 8 at Holly Hall for those candidates seeking the offices of County Judge and District Clerk. New directors have been seated on the HLR board and a new vice president has been selected. A decision is scheduled to be made by February 1<sup>st</sup> on a lawsuit with regards to the Homeowner's Association dues.
  - Mineola-* Demolition of the 1888 building, located in downtown Mineola, has been completed. A new Cajun restaurant is scheduled to open in Mineola. The Chamber banquet was held last Friday at the Mineola Civic Center. Sanderson Farms is moving a lot of dirt as the feed mill project is underway.
  - Quitman-* The Den steakhouse in downtown Quitman has officially opened and has been a huge success! Permits have been issued for 'The Catch'- a new seafood restaurant that is scheduled to open soon and to be located next to the steakhouse. The Quitman Animal Clinic is increasing its facility by 3,000 sq.ft. The Mount Calvary Church and parsonage house has been purchased and set to be turned into a multi-family housing unit. The Chamber Banquet is set to be held January 18 at the Carroll Green Civic Center. Tickets are \$20 each and can be purchased through the Chamber office.
  - Winnsboro-* The City is conducting a hotel feasibility study. A new Edward Jones building will be opening soon and the Leafy building will be located in the new shopping center off Highway 11.
  - Yantis-* No activities are planned at this time.

8. **Next Meeting** The next meeting will be held Thursday, February, 2018. The Wood County Economic Development Representative will select the location of the meeting and will announce at a later time.
9. **Meeting adjourned:** A motion was made by Joanne Wisdom and seconded by Dana Donahue to adjourn the meeting at 7:57 p.m. Motion carried-unanimously.

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Kiki Bettis, Executive Director