



Meeting of the Executive Committee
Thursday, February 07, 2019, 10am
A teleconference line will be available
Dial-in number: 850.973.2672 extension 802 | Conference Code: 2672

Minutes

Any member having a conflict of interest must abstain from voting, state the reason for the record, and complete a form 8b. Forms are available from staff at every meeting.

Welcome and Call to Order – S. W. Ellis, Board Chair

Board Members in Attendance:

Chair, Mrs. S.W. Ellis
Mr. Mike Williams
Mrs. Jodi Tillman

Staff:

Diane Head
Jessica Higginbotham

Following a call to order, Chair Mrs. S.W. Ellis called for discussion and action on the following items:

1. Lease Agreements
 - a) Madison Office: Executive Director Mrs. Diane Head gave an overview of the lease information provided, including a proposal from MP Gates Property Management to increase the rent to \$7.00 per square foot, while reducing the Business Center, Space 687, from the lease agreement and combining the two remaining leases into one agreement.
 1. A motion was made by Mr. Mike Williams to offer no higher than \$6.50/sq-ft for the combined lease, but to begin with an initial offer suggested by Chair Ellis of \$42,000 annual total. The motion included permission for Mrs. Head to engage in the lease, provided it does not exceed \$6.50/sq-ft. The motion was seconded by Mrs. Jodi Tillman and approved.
 - b) Mayo Office: Mrs. Head gave a brief overview of how the shared space lease agreement would work in Mayo, along with the figures for the agreement.
 1. A motion was made by Mr. Williams to approve the lease at \$800 per month, beginning February 1, 2019 and terminating December 31, 2019. The motion was seconded by Mrs. Tillman and approved.
2. Budget Update

- a) A decision was made to table the item until additional grant amounts (Notices of Funding Approval) are available. This item should be added to the agenda for the February 28, 2019 Board Meeting.
- 3. Nominations to the Executive Committee
 - a) By consensus, the Executive Committee determined that it will recommend the nominations of Mr. Danny Collins and Ms. Michelle Norris beginning in the 2019-20 Fiscal Year to the full Board on February 28 for appointment.

Following discussion of the informational items on the agenda, the meeting was adjourned by Chair Ellis at 10:40 AM.