

**The City of Pelham
Commercial Development Authority Board (CDA) Meeting
Tuesday, December 20, 2022 at 6:00 p.m.
Pelham Senior Center, 50 Racquet Club Parkway, AL 35124**



MEETING AGENDA

- I. Call to Order Darius Foster, Board Chairman
Chairman Foster called the meeting to order at 6:04pm. All members were present.
- II. Agenda Approval, Additions, or Deletions Darius Foster, Board Chairman
Motion to allow Chairman Foster to make initial comments and make additions to the agenda was made by Matt Jaeh; seconded by Tim German; vote to approve was unanimous.
- III. Approval of the Minutes from the November 15, 2022, CDA Board meeting
Motion made to approve the November 15, 2022 Board meeting agenda was by Tim German; seconded by Matt Jaeh; vote to approve was unanimous.
- IV. Finance Matthew Jaeh, Secretary/Treasurer
A. 30-day Financial Report - *A presentation of information was provided by Matt Jaeh.*
B. Line of Credit Update and New Accounts - *A presentation of information was provided by Matt Jaeh. Insurance has been renewed. Matt will check with Tom Seale to see if the Central State Bank checks are in.*
- V. Economic Development Darius Foster, Board Chairman
A. Submitted by Director Simon - *A presentation of information was provided by Chairman Foster from Director Simon. Board members should submit any questions for Director Simon to Chair Foster so he can send an email with all compiled.*
- VI. Marketing Darius Foster, Board Chairman
A. Grow Pelham Website - *A presentation of information was provided by Chairman Foster. Chairman Foster stated that he will be utilizing a template on Square Space. He will have that price by next meeting.*
B. Grow Pelham Launch Event (February 7, 2023 / 11am - 1pm / Pelham Civic Center)
1) Reschedule for March 2023 - *A presentation of information was provided by Chairman Foster. Central State Bank will sponsor the event on behalf of the CDA. Members stated that a Tuesday or Thursday would be better, and not the last week of March.*
C. Signage - *A presentation of information was provided by Chairman Foster. The goal is to get it finalized in January. Chairman Foster will get some signs made by next meeting. The signs need to encompass QR codes that link back to the website.*
- VII. Committees Darius Foster, Board Chairman
A. Purchases, Disposals & Development Committee
1) Purchases
- *Opportunities - Discussion amongst the Board members included properties for consideration. No motions were made.*
2) Disposals
- *United Contracting Response // Welborn Property - Discussion amongst the Board members ensued. Chairman Foster will reach out to City officials to set a meeting.*
3) Development
- *Status of Fran's Property – Submitted by Director Simon - Discussion amongst the Board members ensued. The buildings are now all done.*
- *Status of Welborn Property – Submitted by Director Simon - Discussion amongst the Board members ensued.*
B. Policies, Procedures & Partnerships Committee
1) Policies
- *Operational policy update (Finalize by 1/31/2023) - Discussion amongst the Board members ensued.*
- *Grant program - (Finalize by February 2023) - Discussion amongst the Board members*

ensued.

- Strategic Planning (Schedule for January 2023) - *Discussion amongst the Board members ensued. City officials will also be invited to attend. Board members please send dates by the end of this week.*

2) Procedures

Vote on bylaw amendment for consideration - *Discussion amongst the Board members ensued. Motion made to approve the bylaw amendment was by Matt Jaeh; seconded by Tim German; vote to approve was split with Ron Scott voting no and Roberto Rodriguez abstaining.*

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3) Partnerships

- Organizational memberships – voted to join - *Discussion amongst the Board members ensued. One member will be assigned to keep up with each of the organizations.*
 - EDAA // \$300 annually - Economic Development Association of Alabama
 - BBA // \$599 annually - Birmingham Business Alliance
 - ACRE// \$1,000 annually – Alabama Commercial Real Estate Council// UA
- Conferences - *Discussion amongst the Board members ensued.*
 - EDAA // Mon. 1/30/2023 – Wed. 2/1/2023 (\$775 per person) – Chairman Foster and Roberto Rodriguez will be attending.

VIII. Call for Adjournment

A motion to adjourn was made by Board member Tim German and seconded by Roberto Rodriguez; vote to approve was unanimous. The meeting adjourned at approximately 6:49 pm.