

**Beaufort County Economic Development Corporation  
October 31, 2017 – Special Board Meeting – 2:00pm  
TCL New River Campus, Conference Room**

**Meeting Minutes**

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Present: Murray, Alsko, Fobes, Sulka, Willis, Bennett, Gough, O'Toole

Guests: Joe Croley, Ashley Feaster, John Fleming, Joe Fragale, Eric Summerville, Sandy Steele, Michael Mathews, Greg Alexander

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Chairman Murray called the meeting to order at 2:07pm

Minutes from the September 20, 2017 and October 18, 2017 Board Meetings were reviewed; motion was moved by Willis and seconded by Sulka; approved 6-0

O'Toole reviewed his financial approach and proposed business practices with the BCEDC; Murray suggested we fully review at our next regular Board Meeting and approve applicable policies at that time

Murray opened banking discussion portion of the meeting; Fobes offered to assist with an introduction with BB&T, who handles the County's banking; Murray stated that he, Alsko, and O'Toole had a good initial meeting with the market executive for TD Bank last week and that they are interested in our business; it was suggested that in the essence of time that the Board authorize O'Toole to move ahead with TD Bank; motion was moved Bennett and seconded Willis; approved 6-0

Murray asked O'Toole for a recommendation on how to approach payroll processing for the BCEDC; O'Toole stated he would review options and report back to the Board

Murray announced that BCEDC funding Invoices have been submitted to municipalities and we awaiting payment; he thanked municipal leaders for their assistance in streamlining the processing of these payments

Murray opened discussion regarding office space; he acknowledged the Town of Bluffton's offer to host the BCEDC and indicated that he tasked O'Toole with reviewing the options; O'Toole suggested that the Board pursue office space located at 110 Trader's Cross, Bluffton, SC; O'Toole indicated that this is Class A commercial space and presents a Class A experience for clients and prospects; it was mentioned that the SCA is considering space in the same location and that colocation of both entities could provide synergy and alignment; the proposed rent is \$999.00 per month with a 12 month commitment, with utilities, phone, and internet included; conference space is available on an as-needed basis for an additional cost; motion to authorize O'Toole to pursue lease agreement with Regus was moved Bennett and seconded Sulka; approved 6-0

Murray thanked all those that attended the SCA reception and Board meeting; Sandy Steele provided an impromptu update on SCA progress focusing on meeting stakeholders and supporting O'Toole

Murray opened discussions on the need to appoint a member to the SCA Board Executive Committee; Alsko presented the option of having the Board's initial appointee be Chairman Murray due to his heavy involvement in establishing and leading the BCEDC and his desire to ensure our SCA partnership is properly aligned; Alsko also recommended that Board's County Council seat should also be given consideration with

future appointments to maintain strong alignment between the County and the SCA; Alsko moved that Murray be recommended to County Council as the Board's appointment to the SCA Executive Committee, seconded by Fobes; approved 6-0

Murray brought up the need to make a recommendation to County Council regarding the future of the Beaufort Chamber of Commerce's services as the point of contact with all County economic development leads; O'Toole shared that he is ready to be the County's point of contact and that he has already begun conversations with the Beaufort Chamber of Commerce on executing a smooth hand-off and transition of this responsibility to the BCEDC; Bennett moved that the BCEDC recommend to County Council that they should provide notice to the Beaufort Chamber of Commerce to terminate the agreement in place allowing the Chamber to act as the economic development lead on all County inquiries and Sulka seconded; approved 6-0

Alsko presented the final Restated Articles of Incorporation to the Board for approval; he reviewed the process completed to get to this point and shared that the Board would have to provide unanimous written approval; Fobes moved to accept the restated Articles as written, Alsko seconded; approved 7-0 both verbally and via signature page

Alsko requested one final amendment to the proposed bylaws; in order to take advantage of PEBA benefits our Board composition needs to have a public sector majority; Alsko stated that he and Murray discussed the possibility of reassigning a private sector seat to a public seat for a K-12 education leader; Fobes made the suggestion that we designate the seat as public at-large; Sulka asked if there was a listing of what entities would qualify as public, such as utilities; Murray stated that we would defer voting until the Board's next meeting on November 15<sup>th</sup> to provide the Board with time to review these suggestions and gather requested information.

O'Toole presented his Executive Director report to the Board; he thanked the Board collectively and individually for his successful first week; he is working on identifying a website URLs; he has an interest in working with a student at USCB or TCL to help with web design; he is working on payroll and insurance needs; he is planning on joining a number of local and regional organizations; he presented some leads that he received during his first week and is currently working

Murray provided a reminder that the next meeting will be Wednesday, November 15, 2017 at 2:00pm at TCL New River Campus

Chairman Murray opened the meeting to comments; Greg Alexander offered an update from the Chamber; Joe Fragale asked questions regarding the progress of the Culinary School

The meeting was adjourned at 3:10pm