Loganville Development Authority

Minutes

Called Meeting

Thursday June 25, 2020, 6:30 pm

Anna Holbrook Building

Attendance:

Directors Present:
Branden Whitfield
Lee "Skip" Baliles
Wendy Boland
Rick Stepp
Tricia Elliot
Dana Russell

Guests Present:
Andrea Gray, Attorney
Melony Long

Directors Not Present:
Michael Dermer

1. Call to Order

Branden Whitfield called the meeting to order at 6:30pm. He requested that each Director and guest introduce themselves.

2. Pledge of Allegiance and Prayer

Led by Skip Baliles.

3. Approval of Last Meeting Minutes of January 13, 2020

The last LDA meeting was held on January 13, 2020. Dan Curry was the Secretary at that time and prepared Minutes which were circulated to the current Directors. On a motion duly made by Mr. Branden Whitfield, seconded by Ms. Wendy Boland, and unanimously approved, the Minutes were approved as presented.

4. Vote for Officers

a. Chairman

Ms. Gray explained that the Chairman is responsible for leading LDA meetings, executing official documents on behalf of the LDA, representing the LDA in the community and at official functions and providing leadership. Ms. Elliot nominated Wendy Boland and Wendy Boland nominated Skip Baliles. On a motion duly made by Ms. Elliot, seconded by Mr. Whitfield, and unanimously approved, Skip Baliles was appointed to serve as Chairman.

b. Vice Chairman

Ms. Gray explained that the Vice Chairman would perform all the Chairman's duties in his absence. Mr. Russell nominated Branden Whitfield. On a motion duly made by Mr. Russell, seconded by Ms. Boland, and unanimously approved, Branden Whitfield was appointed to serve as Vice Chairman.

c. Secretary

Ms. Gray explained that the Secretary is responsible for taking Minutes, preparing and posting Agendas, complying with open records requirements, annual registrations and general record keeping. All or part of these responsibilities can be delegated. Ms. Elliot nominated Wendy Boland. Ms. Boland agreed and requested assistance from Ms. Gray as needed. On a motion duly made by Mr. Russel, seconded by Mr. Whitfield, and unanimously approved, Wendy Boland was appointed to serve as Secretary.

d. Treasurer

Ms. Gray explained that the Treasurer is responsible for all financial recorded keeping, managing the check book, processing invoices, and providing reports to the Authority on the same. All or part of these responsibilities can be delegated. Ms. Elliot nominated Rick Stepp. On a motion duly made by Ms. Elliot, seconded by Mr. Russell, and unanimously approved, Rick Stepp was appointed to serve as Treasurer. Mr. Whitfield reported that the officers need to go to the bank to sign a signature card so that checks can be issued. The current account balance is $35,948.62. All agreed that given the very low interest rates, it was not advantageous to invest in a CD at this time.

5. Website Discussion

Mr. Whitfield reported that he explored options for creating a website and found that a simple Weebly site cost $96 per year. It would allow the LDA more control over posting its Agendas and Minutes. Ms. Gray noted that there has been public confusion over the website because the City has an LDA page but the LDA does not have an official website. The LDA received a complaint from a citizen that was processed through the Attorney General because of this confusion. Ms. Gray stated that a very simple website would suffice and that she was willing to provide examples of websites she manages for other governments. Mr. Whitfield and Ms. Boland agreed to work together to develop a website. On a motion duly made by Mr. Russell, seconded by Ms. Elliot, and unanimously approved, the LDA authorized the creation of a simple LDA website and authorized Mr. Whitfield and Ms. Boland to create and design the website.

Mr. Whitfield also reported that he explored obtaining email addresses for the LDA members linked to the website. The City will provide emails but requires monthly training which, if not completed, shuts down the email. Emails tied to the website cost $6 per email per month. Gmail emails are free. Ms. Gray stated that keeping a separate email for the LDA is advisable because it makes responding to open records requests easier and prevents anyone from inadvertently disclosing personal information/emails not pertaining to the LDA. All agreed that creating

separate Gmail accounts would be the easiest and least expensive option. Ms. Boland suggested that the emails be uniform with first initial, last name and then "LDA".

6. Adjournment

On a motion fully made by Mr. Russell, seconded by Ms. Elliot, and unanimously approved, the meeting was adjourned at 7:48pm.

Lee "Skip" Baliles, Chairman

Wendy Boland, Secretary

[Seal]

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