



## MINUTES OF 6-2-15 REGULAR MEETING

Junction Texas Economic Development Corporation (JTEDC) met for its regular meeting at 5:15 p.m. on Tuesday, June 2, 2015 in the City Hall meeting room with the following directors present:

President: Jean Jacoby  
Vice President: Polly Robinson  
Secretary: Larry Harrison  
Directors: Ron Fuquay, Carole Neiman, Mindy Supak  
Office Manager: Amber Morales  
Summer Intern: Katy Heap

Meeting called to order by President Jean Jacoby at 5:16pm. Secretary Larry Harrison gave the invocation.

**Executive Session:** Executive Session cancelled due to a clerical error. No discussion or action taken.

The following people were in attendance:

Treasurer Maria Alvarado, *Junction Eagle* newspaper reporter James Murr, Mayor Russell Hammonds

**Public forum:** No one from the Public spoke.

**Consent agenda:** Larry Harrison expressed his concern about the details in the budget. He said our 'Obligated Funds Not Expended' is not listed on the budget as 'Accounts Payable', to include the Revolving Loan Fund (RLF) from the USDA, the Wi-Fi Open Access Grant Program and the Advertising and Promotion Grant. Harrison stated these items should be incorporated with the balance sheet. At the request of Jacoby, Harrison agreed to work with City Treasurer, Maria Alvarado. James Murr asked if EDC funds can be used for Water Infrastructure for the City. Larry Harrison replied that using those funds does have to be voted on by the EDC Board Members. Polly Robinson made a motion to accept the consent items. Mindy Supak seconded the motion. Motion carried with no dissenting votes.

**Office Managers Report:** Amber Morales gave us an update on the monthly office activities. All furniture has arrived except for a desk and table that we are waiting on. Ms. Morales has been trying to meet with business owners who were approved for the Wi-Fi Open Access Program and the Advertising and Promotional Grant Program. To date, six businesses have been reimbursed for these programs. Ms. Morales is working some additional hours (5-6hrs) for the first few weeks Ms. Heap is in the office.

**Summer Intern Job Description:** All Board Members were given a copy of Katy Heaps job description. Larry Harrison had a question about how many hours she has left to finish her degree. Ms. Heap indicated she has 11 hours remaining.

**Advertising for New Board Member:** This item was tabled since the City Council may be appointing a Council Member at their monthly meeting on June 8, 2015.

**Creating a Petty Cash Account for Office Needs:** An account for Office needs/supplies in the amount of \$1500 has been suggested versus obtaining a credit card. Larry Harrison requested we call it an '*Office Operating Account*', separate from our current accounts at the bank depository. Mindy Supak made a motion to create this account. Carole Neiman seconded the motion. Motion carried with no dissenting votes.

**New Line Item for Budget (Janitorial):** Larry Harrison indicated the amount for this line item should be for the remaining weeks left in our fiscal year times the \$25 per week for janitorial services. There is 17 weeks left in the fiscal year, to equal an amount of \$425. Larry Harrison made a motion to approve this new line item and amount. Polly Robinson seconded the motion. Motion carried with no dissenting votes.

**Resolution to Establish Signatory Parties:** No action taken and tabled until after the City Council Meeting June 8, 2015, when a new Mayor Pro Tem will be elected.

**Report on Junction Tourism Board Meeting:** The Tourism Board met at its regularly scheduled monthly meeting on May 27, 2015. A \$1500 grant was approved for the Texas Angora Goat Raisers Association Annual Show and Sale. A grant request from Kimble County Historical Museum was tabled until more information is made available by Charles Hagood. Additional \$10,000 was approved for the Hill Country Fair Association to fund summer events. A presentation was made by Cheryl Herring on monthly advertising.

**Meeting adjourned at 6:10pm.**

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