



## MINUTES OF 3-3-15 REGULAR MEETING

Junction Texas Economic Development Corporation (JTEDC) met for its regular meeting at 5:00 p.m. on Tuesday, March 3, 2015 in the City Hall meeting room with the following directors present:

President Jean Jacoby  
Vice President Polly Robinson  
Secretary Larry Harrison  
Directors: Carol Neiman, Ron Fuquay, and Mindy Supak

Director Shane Adams was absent.

Treasurer Maria Alvarado, *Junction Eagle* newspaper reporter James Murr, and Russell Hammonds also attended. Charles Hagood representing the Kimble County Historical Commission was present.

**Public Hearing:** Jacoby opened the public hearing on the JTEDC's \$100,000 donation to the Kimble County Historical Commission. This is the second required hearing on funds are to be used toward renovation costs of a new museum. Demolition of the interior space is underway. Construction is expected to take 12 to 15 months. Hagood emphasized that the museum group will strive to use as many local contractors as possible in the renovation.

Jacoby called the meeting to order at 5:27 p.m. and Harrison gave the invocation.

**Consent agenda:** Regarding the minutes of the 2-3-15 meeting, Supak noted that her name was not included on directors in attendance. Harrison questioned Alvarado on the "compensated balances" account, which she will research. Robinson discussed the trend in sales tax collections and noted that the money allocated for legal expense had not been transferred to the City due to the resignation of legal counsel. Harrison made the motion to approve the consent agenda and minutes subject to suggested changes. Supak seconded the motion. Motion carried with no dissenting votes.

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

**\$100,000 Donation to the Kimble County Historical Commission:** Harrison made the motion to donate \$100,000 to the Kimble County Historical Commission to be used for renovation of a new museum and forward to City Council for its consideration. Neiman seconded the motion. Motion passed with no dissenting votes.

**Presentation on Establishing Electronic Media Sites:** Board member Neiman discussed her idea of offering assistance to citizens in establishing electronic media sites. She believes there are a number of talented people in the area that have no avenue for marketing their crafts. Neiman's vision is to connect these craftsmen with the public via Facebook, ebay, Amazon, and Etsy. She would offer her services in setting up the marketing sites, photographing items, and writing/editing narrative/text. When she has formalized her plans, Neiman will update the Board and would like to explore participation in various EDC programs.

**Signage for New JTEDC Office:** Jacoby discussed new signage for the JTEDC office with the San Saba Cap Company, Kerrville. The existing signs on the building would be repainted to include JTEDC and Hill Country Real Estate for an estimated price between \$300 to \$600. Jacoby has asked the company for a list of customers so that she may see examples of its work. Robinson made the motion to authorize Jacoby to order signs at a cost of up to \$600. Neiman seconded the motion. Motion carried with no dissenting votes.

**Report on Junction Texas Tourism Board Meeting:** Robinson reported on the February 25, 2015 JTTB meeting. The board approved a \$3,000 request from Ted Morgan for Easter Pageant advertising and repairs to the facility. Charles Hagood discussed the museum and stated that the Kimble County Historical Commission would be submitting a \$100,000 grant request. D.C. Moore from Midland made a presentation on his caricature poster project for Junction. The board approved new grant application procedures. No action required.

**Hiring New Executive Director (ED):** Jacoby discussed the difficulty in finding qualified applicants for the ED position, and interviews had been cancelled. Robinson conveyed that the board had not conducted any strategic planning sessions for this fiscal year, as those scheduled with City Attorney Melanie Anderson were cancelled. She felt it was important for the JTEDC to have a strategic vision before hiring an ED. The group agreed to table hiring an ED immediately but to continue the search.

**Hiring a temporary office employee and setting salary:** Since the JTEDC board has yet to hire an ED, Jacoby discussed the need for hiring a temporary office employee. Jacoby conveyed the importance of having the office open daily with stated office hours so that the public has ready access. A discussion ensued with questions regarding duties and responsibilities, contract vs temporary employment, number of hours worked per week, and expected timeframe for employment. Harrison made the motion to advertise for a temporary office employee. Fuquay seconded the motion. The motion passed with no dissenting votes.

**Executive Session:** The board entered into executive session at 6:27 p.m. for discussion of personnel matters. The executive session ended at 6:45 p.m. No action was taken.

**Hiring Katie Heap as summer intern and setting salary:** Jacoby stated that Katie Heap approached her about working for the JTEDC during the summer as an intern. Heap is attending Texas A&M University and majoring in Recreation, Park & Tourism Science and is required to complete an internship prior to graduation (December 2015).

Jacoby and Robinson met with Heap in February to learn more about the program. A minimum of 400 hours of work is necessary in a field related to her major. Community development qualifies. Jacoby stated that Heap is very enthusiastic about Junction and wants to help revitalize our community. She further conveyed that the internship was an opportunity to work with a young person and provide our organization with fresh, new ideas.

A discussion ensued regarding requirements by the University, appropriate tasks/assignments, JTEDC's oversight responsibilities, lack of an ED to work with Katie on a daily basis, and compensation. The Board decided to table any action on the matter until more information from A&M was obtained. Jacoby committed to contact personnel at the University and get back with JTEDC directors.

**Meeting adjourned.**

