

**MINUTES**  
**MERIDIAN ECONOMIC DEVELOPMENT CORPORATION**  
**MEETING**

Monday, January 19, 2009  
6:00 p.m.

President Mike Vanecek called the meeting to order and Marie Garland read the proof of posting notice. Members present were Payton Wallace, Claiborne Phillips, Marie Garland, Mike Vanecek, and Don McMahan. Also present were Sidney Carlisle and David Duke.

**Public Comment** – No one wished to speak at public comment.

**Minutes** – A motion was made by McMahan, seconded by Garland and carried to approve the minutes of the previous meeting.

**Financial Statement** – Claiborne Phillips gave the financial statement. The total amount in the checking account and the certificates of deposits was reported to be \$109,061.83. A motion was made by Garland, seconded by McMahan and carried to approve the financial statement as given.

**Old Business**

2. Members discussed the revised mission statement presented by EDC Coordinator, David Duke.
3. Members discussed the proposed job description and job title for the EDC Coordinator. Several questions were posed concerning the approval of time cards and payroll after presentation to the board at the monthly meeting.
4. Members discussed the proposed travel and expense policy as presented by the EDC Coordinator. Again members discussed the approval procedure and reimbursement procedure of the travel expenses. Initial approval would be given by the President and reimbursement would be given after the board meeting.
5. Members discussed the expense re-imburement procedure.
6. Members discussed the FY 2008-2009 proposed revised budget. EDC Coordinator Duke would get with Treasurer Claiborne Phillips concerning the budget figures and present them at the next meeting.

## **New Business**

1. Members reviewed the proposed MEDC assistance request forms and agreed that they were more informative than those previously used.
2. Members discussed the proposed performance agreements. The EDC Coordinator explained that these would have to be written and approved by attorneys but would be necessary for any project funded.
3. Members discussed the current EDC projects including the Clean Meridian project and the Meridian Public Library.
4. The EDC Coordinator discussed a possible list of proposed projects that the MEDC could pursue.
5. Members discussed the business park usage.
6. Members discussed the EDC Coordinator's roll in locating local and state incentives for economic development.
7. The EDC Coordinator explained a proposed process to tract and report actuals to the budget figures. President Vanecek asked that he and the treasurer get together to develop the process.
8. The EDC Coordinator informed the members his initiative to open relationships with the many different entities that could assist the EDC in promoting Meridian and with economic development. A meeting was planned with HOTCOG in Waco with the Economic Development representatives.
9. The members reviewed the FY 2008-2009 Business Plan which will be brought back to the board after any changes recommended by the members.

**Adjourn** – There being no further business, meeting was adjourned.

Approved:

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President

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Secretary