



**Charlottesville Economic Development Authority (CEDA)
Meeting Minutes – November 13, 2012**

Members Present

Kristin Henningsen
Bryan Wright
Bob Stroh
Reid Young
Tara Boyd
Carolyn Shears

Staff Present

Chris Engel
Hollie Lee
Jason Ness
Blair Morris
Krisy Hammill
Aubrey Watts

Others Present

Russell Coleman, CB&H
Sara Coelho, CB&H
Greg Miller, CB&H

The Charlottesville Economic Development Authority met on Tuesday, November 13, 2012 in the City Council Chambers at City Hall. Ms. Henningsen, Chair, called the meeting to order at 4:30 p.m.

Ms. Henningsen opened the public comment period and there being no comments from the public, she proceeded to the next agenda item.

Ms. Henningsen called for a motion to approve the minutes of September 11, 2012. Ms. Henningsen moved, seconded by Mr. Wright, and all present voted aye.

Ms. Henningsen called for a motion to approve the Treasurer Reports from June, July, August, September, and October 2012. Mr. Stroh moved, seconded by Ms. Boyd, and all present voted aye.

Mr. Coleman, of Cherry, Bekaert & Holland, presented the audit to the Board. He gave a quick introduction to the audit process. In regards to CEDA, everything was in compliance, no disagreements with staff, resulting in an unqualified and clean opinion. There was an adjustment made. There was an amount of money received by the Authority and there was discussion on whether the City or CEDA was to account for it. CEDA will be the one to record it. Mr. Coleman explained that there are no material weaknesses or deficiencies in internal controls and that this instance was just a miscommunication as it is not typical for the Authority to receive grants. Ms. Henningsen asked if the Board could be doing anything to help with internal controls and Mr. Coleman said that there was not and that everything was fine with the management oversight. Ms. Henningsen called for a motion to accept the FY12 CEDA Audit. Ms. Henningsen moved, seconded by Mr. Stroh, and all present voted aye.

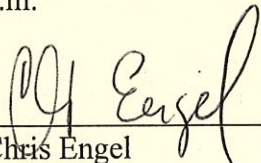
Mr. Engel presented the Annual Report, which is given to Council each December to update them on CEDA's activities that year. Mr. Engel said it's fairly similar to last year's report which briefly summarizes CEDA's history and outlines highlights from the current year. He asked the Board if they had any questions. There being no questions, Ms. Henningsen called for a motion to approve the Annual Report. Ms. Henningsen moved, seconded by Mr. Young, and all present voted aye.

Mr. Engel updated the Board on the Antenna Lease at the SNL Building. At the September meeting, he presented a draft lease for their review. The lease being presented today is the final version agreed on by all parties. This is a one year lease with automatic renewal but with a sixty day kick-out clause. Mr. Stroh asked if any marketing was done to promote the site as it could be a large income producer. Mr. Engel said that nothing was currently being done to market the site as interested parties generally come directly to the City. Mr. Engel asked the Board to authorize him to sign the lease. Ms. Shears moved, seconded by Mr. Stroh, and all present voted aye.

Mr. Engel told the Board that it was time for them to elect officers for 2013 calendar year. He made them aware that the terms for Mr. Stroh and Mr. Wright were set to expire in April 2013 and while that did not prohibit them for being elected to serve as Chair and Vice Chair, a new election would be required when their terms were over. After some discussion, the Board decided to elect Mr. Young as Chair and Ms. Boyd as Vice Chair. Ms. Henningsen called for a motion to approve the election of Mr. Young and Ms. Boyd to Chair and Vice Chair. Ms. Shears moved, seconded by Mr. Wright, and all present voted aye.

Ms. Boyd asked if an informal meeting could be held to discuss the role of CEDA in the City's Comprehensive Plan. Mr. Engel said that could be arranged and that he would pursue dates for this in early 2013. Mr. Wright asked if it would be possible to hold a joint meeting with Albemarle County EDA. Mr. Engel said that is a possibility and that several years ago CEDA had a joint work session with the Nelson County EDA. Mr. Engel will contact Mr. Dan Siegel, the Authority's counsel, to check availability to assist with such a session and that he will be in touch with board members on possible dates.

There being no further business, Ms. Henningsen adjourned the meeting. Ms. Henningsen moved, seconded by Ms. Boyd, and all present voted aye. The meeting was adjourned at 4:58 p.m.



Chris Engel
Secretary

11/27/12
Date

3-12-13
Date Approved by CEDA