

SPECIAL MEETING

DRAFT MINUTES

Members Present: J. Richard, L. Watson
Staff Present: C. van Zelm

1. CALL TO ORDER AND ROLL CALL

Lane Watson called the meeting to order at 8:01 am.

2. OPPORTUNITY FOR PUBLIC COMMENT

There was no public comment

3. DISCUSSION ITEMS

a. Review and Discussion of 2019-2020 Work Plan

The Subcommittee reviewed the draft work plan for the Commission Governance & Bylaws Subcommittee with a focus on creating Bylaws. The Subcommittee agreed that it was not necessary to repeat what is in the ordinance defining the Economic Development Commission (EDC) in the Bylaws. Mr. Watson will look at the Town Charter vis a vis EDC Bylaws. The Subcommittee suggested that there may be some guiding principles for the EDC that should be developed as well. Cynthia van Zelm will draft Bylaws and guiding principles for the next meeting.

The Subcommittee also added the following to its Work Plan: recruitment of new members, and review/establishment of a mission, policies and/or guiding principles for the EDC.

b. 2019-2020 Meeting schedule

Future meetings were set for the second Friday of the month at 8 am in January, April, July and October. A meeting was set for November 15 at 8 am to start reviewing draft Bylaws and guiding principles.

4. COMMUNICATIONS

There were no communications.

5. FUTURE MEETINGS

a. See above under 3.

6. ADJOURNMENT

Ms. Richard made a motion to adjourn at 8:32 am. Mr. Watson seconded the motion. The motion was approved.