



**MEETING AGENDA – Wednesday, November 14<sup>th</sup>, 2018 1:30 PM**  
**FloridaWest Economic Development Alliance – Board of Director’s Meeting**  
**Co:Lab, 3rd Floor Conference Room**  
**418 W Garden Street - Pensacola, Florida 32502**

- |                                                 |                  |
|-------------------------------------------------|------------------|
| 1. <b>Call to Order</b>                         | Donnie McMahon   |
| 2. <b>Meeting publicly noticed – 11/01/2018</b> | Donnie McMahon   |
| 3. <b>Public Comment</b>                        | Donnie McMahon   |
| 4. <b>Action Items</b>                          | Donnie McMahon   |
| a. Approve October 17th, 2018 Minutes           |                  |
| b. Approval of October 2018 Financials          |                  |
| c. Approval of FloridaWest Office Lease         |                  |
| d. Approval of Misc Appropriations Agreement    |                  |
| 5. <b>Discussion Items</b>                      |                  |
| a. ED Project Updates                           | Scott Luth       |
| i. Cybersecurity Implementation Update          |                  |
| ii. Co:Lab                                      |                  |
| iii. Business Development                       |                  |
| iv. Marketing/Workforce                         |                  |
| b. ED Calendar Review                           | Sena Maddison    |
| c. Triumph/Legislative Funding Requests         | Scott Luth       |
| d. Other Business                               |                  |
| i. Membership                                   | Donnie McMahon   |
| ii. Local Marketing                             | Karen Sindel     |
| iii. Workforce Development                      | Rebecca Ferguson |
| iv. PEDC Bylaw Review Update                    |                  |
| 6. <b>Adjourn</b>                               | Donnie McMahon   |

Next Meeting: Wednesday, December 12<sup>th</sup> 1:30 pm (Tentative)

**Fiscal Year Meeting Schedule**

- Wednesday, January 9<sup>th</sup> 1:30 pm
- Wednesday, February 13<sup>th</sup> 1:30 pm
- Wednesday, March 13<sup>th</sup> 1:30 pm
- Wednesday, April 10<sup>th</sup> 1:30 pm
- Wednesday, May 8<sup>th</sup> 1:30 pm
- Wednesday, June 12<sup>th</sup> 1:30 pm
- Wednesday, July 10<sup>th</sup> 1:30 pm
- Wednesday, August 14<sup>th</sup> 1:30 pm
- Wednesday, September 11<sup>th</sup> 1:30 pm



**MINUTES – October 17<sup>th</sup>, 2018**  
**FloridaWest Economic Development Alliance – Board of Director’s Meeting**  
**Co: Lab- 418 W Garden Street - 3rd Floor Conference Room**

**Members Present:** Donnie McMahon, Jim Waite, Tim Haag, Lewis Bear, Rebecca Ferguson, Karen Sindel,

**Associate Members Present:** N/A

**Staff Present:** Scott Luth, Melissa Stoker, Danita Andrews, Kelly Reeser, Sena Maddison, Clancy Bambrick, Margaret Stopp

**Members/Associate Members Not Present:** Wendell Smith, Bonita Player, Jonathan Tucker

**Public Citizens Present:** John Hutchinson

1. **Call to Order:** The meeting was called to order by Donnie McMahon at 10:03 am
2. **Public Notice:** This meeting was publicly noticed on October 2, 2018
3. **Public Comment:** Donnie McMahon asked if there was any public comment. There were none.
4. **Action Items**
  - a. **Approve September 28<sup>th</sup>, 2018 Meeting Minutes:**

No modifications needed.  
Karen Sindel motioned to approve.  
Rebecca Ferguson seconded.  
Approved unanimously.
  - b. **Approve September Financials:**

No modifications needed.  
Karen Sindel motioned to approve.  
Tim Haag seconded.  
Approved unanimously.
  - c. **Approval of FY 18-19 Budget:**

City elected to continue separate contract instead of combining through PEDC.  
CoLab has a prospective tenant that may take over the entire first floor. Kelly Reeser indicated that the CoLab Policy Board approved rate increases for all tenants at their May board meeting from \$10/sq ft to \$12/sq ft effective May 2018. Tim Haag asked if there was language in the original contracts allowing for the rate adjustment. Kelly Reeser indicated the original language does reflect the appropriate language to allow for the rate adjustments.  
No modifications needed.  
Karen Sindel moved to approve.  
Lewis Bear seconded.  
Approved unanimously.
  - d. **Nominating Committee Report:**
    - i. Donnie McMahon nominated for President
    - ii. Karen Sindel nominated for Vice President
    - iii. Rebecca Ferguson nominated for Secretary/Treasurer
    - iv. Bonita Player nominated for At Large Member

Jim Wait moved to approve all as is.

Tim Haag seconded.

Approved unanimously.

**e. FY 18-19 Meeting Schedule**

Second Wednesday afternoon at 1:30 pm

**5. Discussion Items:**

**a. ED Project Updates:**

- i. Cybersecurity Implementation Update: Cybersecurity meeting with key players in the community being tentatively scheduled for November 13<sup>th</sup> in the afternoon to move that initiative forward.
- ii. Co:Lab is at 75% occupancy. The first floor construction is ongoing. We have a prospective tenant for the first floor that would potentially take the entirety of the floor. Vivid Bridge (current tenant) has their open house next week on October 23<sup>rd</sup>. Entrepreneurial support organizations have been asset mapping in monthly meetings to help create a unified campaign to share information and resources with community entrepreneurs. This is in collaboration with a number of other business and also a collaborative branding effort. ITEN Wired, a FloridaWest cohosted event held at the beginning of October, was a successful event with over 450 attendees. Programming was varied to avoid capacity issues. The event has grown and now has a regional name and brand. We are exploring what the future of this event looks like.
- iii. Business Development: The provided report covers the entire FY 17-18. Manufacturing continues to reflect the largest number of RFPs. Our RFPs for the year are lower than normal. We are starting to see that pick back up. FY 18-19 is starting very strongly with 3 RFPs so far this month. She is showing space tomorrow in Century for manufacturing, which will hopefully bring high paying job opportunities to Century.  
Donnie McMahon asked about lead sources. Danita clarified with information on how these businesses/individuals find us.
- iv. Marketing/Workforce

**b. ED Calendar Review**

Sena Maddison discussed efforts to coordinate businesses in the community for emergency management. A meeting was held at the EOC with major employers to discuss how to help recover as well as how to prepare accordingly.

A manufacturing breakfast has been scheduled for November 9<sup>th</sup> at Central Commerce Park. A save the date will be going out to the board in the near future.

Scott Luth discussed partnering with First Place Partners and Santa Rosa/Escambia Counties for a consultant site visit. We will be showing our top community assets and will be scheduled with newly elected officials, providing opportunity for constructive feedback.

Scott Luth discussed the Blue Angels Homecoming events. We will pitch our community during this visit.

Gulf Power site visit was postponed due to Hurricane Michael. We are working on rescheduling.

Workforce Innovation Director hiring committee will hopefully be ready within 30 days to make an offer.

Kelly Reeser will be transitioning out of CoLab over the next two months to a company called Tech Farm Capital. We are developing a plan internally to make this a smooth transition.

**c. Triumph/Legislative Funding Requests:**

ST Engineering is finalizing their commitment to additional work in the future. They are committing a minimum of 1,325 additional jobs. They also want to create an academy in partnership with their customers. Funding sources are coming together. We are also looking at federal funding available. We have received a \$25M commitment from FDOT with an additional \$25M potentially available.

We are working through our Bluffs application and our next legislative ask. We will continue to update accordingly.

Escambia County School Systems Triumph funding for workforce development continues to be caught up in claw backs. The funds are still there and committed but we are continuing to work through the claw backs. Donnie McMahon and Scott Luth may work together to draft a position letter once more information is attained.

**d. Other Business:**

- i. Donnie McMahon requested board member volunteers to partner with staff to address a few items including:
  1. Membership: Donnie McMahon will serve. Lewis Bear requested a monthly update on this endeavor.
  2. Local Marketing: Karen Sindel will serve. John Hutchinson offered First Place Partner assistance. Tim Haag requested a presentation to the ECUA board for the ROI in their membership.
  3. Workforce Development: Rebecca Ferguson will analyze opportunities to leverage LOST funds. Jim Waite suggested clearer communication between different levels of Board Membership. Lewis Bear encouraged us to look at the Florida's Great Northwest Bylaws for an example. John Hutchinson volunteered First Place Partner Bylaws as well. Tim Haag shared that ECUA intends to use the entirety of their property at the Bluffs for well field.
- ii. PEDC Bylaw Review Update: The new language provides FloridaWest the ability to appointment two members to the PEDC Board in lieu of Chamber of Commerce appointees.  
Lewis Bear moved to adopt a resolution that endorses the changes proposed for PEDC Statue.  
Jim Waite seconded.
- iii. Tim Haag shared that if there is any opportunity to address issues with hiring qualified CDL drivers. Scott Luth shared that a new truck driving program at Pensacola State will launch, which will be the only course within the region.

Scott Luth indicated that the outlying Field 8 RFP will be on the County Commissioner meeting. Scott will be speaking in favor of that project and has been asked to be on the selection committee

- 6. Adjourn:** The board adjourned at 11:36 am by Donnie McMahon.

**The next FloridaWest Board of Director's Meeting will take place on November 14, 2019 at 1:30pm.**

**Respectfully Submitted By:**

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**Karen Sindel, Secretary/Treasurer  
FloridaWest EDA**

**FloridaWest (CEDA)**  
**Profit & Loss Budget Performance**  
 October 2018

	Oct 18	Annual Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4200 · Associate Membership Dues	833.33	40,000.00	-40,000.00	0.0%
4000 · Membership Dues	20,000.00	280,000.00	-230,000.00	17.86%
4410 · Foundation	22,000.00	50,000.00	-28,000.00	44.0%
4420 · Government Income	12,500.00	150,000.00	-150,000.00	0.0%
4430 · PEDC	50,000.00	650,000.00	-500,000.00	23.08%
4500 · CIE - Rent	6,820.79	179,000.00	-172,179.21	3.81%
4512 · Miscellaneous Income	0.00	1,000.00	0.00	0.0%
<b>Total Income</b>	<b>112,154.12</b>	<b>1,350,000.00</b>	<b>-1,143,179.21</b>	<b>15.32%</b>
<b>Gross Profit</b>	<b>112,154.12</b>	<b>1,350,000.00</b>	<b>-1,143,179.21</b>	<b>15.32%</b>
<b>Expense</b>				
5005 · Bank & Credit Card Fees	0.00	1,000.00	-1,000.00	0.0%
5060 · Marketing, Adv & Promo/Investor	11,772.81	125,000.00	-113,227.19	9.42%
5066 · Database/Research	0.00	20,000.00	-20,000.00	0.0%
5100 · Audit Expense	2,800.00	35,000.00	-32,200.00	8.0%
5105 · Legal Fees	0.00	10,000.00	-10,000.00	0.0%
5120 · Auto Travel	0.00	15,000.00	-15,000.00	0.0%
5140 · Business Travel	6,242.31	60,000.00	-53,757.69	10.4%
5190 · Depreciation Expense	0.00	15,000.00	-15,000.00	0.0%
5200 · Dues & Subscriptions	112.88	10,000.00	-9,887.12	1.13%
5310 · Insur-D&O/Liab/Umbrella/EPLI	0.00	6,000.00	-6,000.00	0.0%
5410 · Maint & Repair- Computers	1,264.63	15,000.00	-13,735.37	8.43%
5440 · Meeting Expense	885.90	2,500.00	-1,614.10	35.44%
5500 · CoLab Expenses	6,024.28	148,000.00	-141,975.72	4.07%
5559 · Workforce Marketing	517.72	20,000.00	-19,482.28	2.59%
5580 · iTen Wired	81.71	0.00	81.71	100.0%
5600 · Miscellaneous Expense	0.00	1,000.00	-1,000.00	0.0%
5610 · Postage	0.00	500.00	-500.00	0.0%
5680 · High Growth Companies	0.00	20,000.00	-20,000.00	0.0%
57000 · Employee Wages & Benefits	44,757.16	785,000.00	-740,242.84	5.7%
5800 · Supplies	138.33	2,000.00	-1,861.67	6.92%
5915 · Telephone	0.00	3,000.00	-3,000.00	0.0%
5925 · Cell Phones	335.19	6,000.00	-5,664.81	5.59%
5954 · Copier Expense	0.00	2,000.00	-2,000.00	0.0%
5980 · Rent Expense	3,767.97	48,000.00	-40,464.06	15.7%
<b>Total Expense</b>	<b>78,700.89</b>	<b>1,350,000.00</b>	<b>-1,267,531.14</b>	<b>6.11%</b>
<b>Net Income</b>	<b>33,453.23</b>	<b>0.00</b>	<b>124,351.93</b>	<b>100.0%</b>

# FloridaWest (CEDA)

## Balance Sheet

As of October 31, 2018

Oct 31, 18

### ASSETS

#### Current Assets

##### Checking/Savings

1000 · Checking- Private Hancock -363 428,686.79

1010 · Checking - Public Hancock- 355 236,614.96

Total Checking/Savings 665,301.75

##### Accounts Receivable

11000 · Accounts Receivable 29,166.66

Total Accounts Receivable 29,166.66

Total Current Assets 694,468.41

#### Fixed Assets

1750 · Construction in Progress 44,800.00

1702 · Accum Depr-Leasehold Improvemen -4,070.00

1655 · Leasehold Improvements 61,050.00

1600 · Furniture and Fixtures 42,086.60

1650 · Computers 25,754.22

1700 · Accum Depreciation Computers -7,798.31

1701 · Accum Depreciation Furn & Fix -8,447.41

Total Fixed Assets 153,375.10

#### Other Assets

1800 · Security Deposit 1,000.00

Total Other Assets 1,000.00

**TOTAL ASSETS 848,843.51**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

2000 · Account Payable 0.00

Total Accounts Payable 0.00

##### Other Current Liabilities

##### 2300 · Other Payables

2350 · Christmas Club Payable 6,000.00

Total 2300 · Other Payables 6,000.00

2400 · Payroll Liabilities 3,677.00

Total Other Current Liabilities 9,677.00

Total Current Liabilities 9,677.00

Total Liabilities 9,677.00

#### Equity

3200 · Unrestricted Net Assets 805,713.28

Net Income 33,453.23

Total Equity 839,166.51

**TOTAL LIABILITIES & EQUITY 848,843.51**