



**MINUTES – February 28, 2018**  
**FloridaWest Economic Development Alliance – Board of Director’s Meeting**  
**Co: Lab- 418 W Garden Street - 3rd Floor Conference Room**

**Members Present:** Wendell Smith, Jim Waite, Donnie McMahon, Lewis Bear Jr., Rebecca Ferguson, Jonathan Tucker, Tim Haag, and Karen Sindel

**Staff Present:** Scott Luth, Kelly Reeser, Danita Andrews, Sena Maddison, Attorney Margaret Stopp, John Hutchinson, Hailey Cyrille and J. David Lister, Allison Jones, Philip de Boer with Saltmarsh, Cleaveland & Gund, CPA.

**Members Not Present:** Bonita Player and Jim Grimes

1. **Call to Order:** The meeting was called to order by President Wendell Smith at 10:00 AM.
2. **Public Notice:** This meeting was publicly noticed on January 25, 2018.
3. **Public Comment:** President Wendell Smith asked the room if there was any public comment. There was none.
4. **Action Items**
  - a. **Welcome and accept New Associate Member:** FloridaWest Board of Directors are pleased to welcome our newest member, Jonathan Tucker. He is the Director of Sales for the Florida and Georgia region for Cox Communications. Jonathan is a nineteen-year veteran in the Internet and Telecom Industries. It was MOVED by Karen Sindel and SECONDED by Tim Haag. The motion passed unanimously. Welcome on-board Mr. Jonathan Tucker.
  - b. **Approve December 14<sup>th</sup> Meeting Minutes:** With no changes, it was MOVED by Wendell Smith and SECONDED by Karen Sindel to approve the December 14<sup>th</sup> minutes. The motion passed unanimously.
  - c. **Approve January Financials:** Scott Luth presented the January financials to the Board. After Scott Luth briefed the board members in detail about the financials, Lewis Bear Jr. suggested that we change from operating on a cash bases and transition to an accrual monthly basis. Karen Sindel agreed with Lewis Bear Jr. and added that it would be the best way to accurately reflect our current finances. It was MOVED by Lewis Bear Jr. and SECONDED by Wendell Smith to operate on an accrual monthly bases instead of the current cash basis. The motion passed unanimously.
  - d. **Approve Audit Presentation:** J. David Lister, Allison Jones, and Philip de Boer with Saltmarsh, Cleaveland & Gund, CPA’s, presented their findings from the FY 16-17 audit. J. David Lister introduce the team of Saltmarsh, Cleaveland & Gund, CPA’s and addressed their professional standards and objectives for the audit. Allison Jones and Philip de Boer went over their findings regarding the financial statement and auditors’ reports. After a thorough presentation followed by a long and in-depth conversation, it was MOVED by Wendell Smith, and SECONDED by Karen Sindel to approve the draft presentation for the FY 16-17 audit. The motion passed unanimously.
  - e. **Cyber Strategic Planning Assistance:** Scott Luth informed the board members of the next steps for Cyber Security in the joint venture with FloridaWest and UWF’S The Center for Academic Success. Scott Luth asked for a recommendation to bring Janet Woolman back for a 6-month period to help further this process. Wendell Smith suggested that we move with a sense of urgency. Lewis Bear Jr. asked a few questions

regarding the financials. Karen Sindel voiced her concerns with choosing Janet Woolman and wanting to make sure that we choose the most qualified candidate for this position. Karen Sindel suggested that we contact our UWF counterparts and see if they have any qualified candidates that the board may consider. Tim Haag asked about the proposal. Rebecca Ferguson suggested that we look at the deliverables, which should help with selecting the right candidate. Scott Luth went into further details regarding Janet Woolman qualifications, the proposal and his expectations. Tim Haag asked if Mrs. Woolman stayed on schedule with her last contract. Attorney Margaret Stopp gave her legal guidance regarding the FloridaWest board bylaws. Lewis Bear Jr. MOVED to approve \$35,000.00 deliverable and to authorize Scott Luth to hire someone for this position. It was SECONDED by Wendell Smith. The motion passed unanimously.

## 5. Discussion Items:

- a. **Strategic Planning Update:** Wendell Smith gave kudos and thanked all the board members for their participation in the FloridaWest/PEDC Strategic Planning session. Donnie McMahon gave his thoughts on the exciting new opportunities and suggested that FloridaWest and PEDC board members should reconvene to take part in a second Strategic Planning session. Lewis Bear Jr. discussed the metrics and stated that we need to publish a Public Notice. John Hutchinson with First Place Partners informed the board members of the Draft Plan of Work, which will include over 50 business partners. Rebecca Ferguson gave her thoughts on the budget and financials for the hiring process. Donnie McMahon asked if the Mayor and City Council could request and appoint a new city representative for the board.
- b. **ED Project Updates**
  - i. **Co:Lab:** Kelly Reeser informed the board members of the available leasing space, tenet information, new goals, metrics, and the graduation and grand opening of the IRIS headquarters which will be sometime in the May-June timeframe. Also, Co:Lab is partnering with local entrepreneurs in the, "One Million Cups" venture, which allows entrepreneurs to network and be recognized. Kelly Reeser also explain how Co:Lab is preparing the Annual Report which will include 21 companies. The Haas Center is study the report and from their findings, Co:Lab is responsible for creating: 38 jobs, 9.5 million in revenue, 176 direct and indirect jobs. Scott Luth informed the board members of his conversation with Dr. C. Edward Meadows regarding the available 17,000 sq ft leasing area that is located across the street from the Co:Lab offices on W Garden St. As of February 28, 2018, Co: Lab is at 100% occupancy.
  - ii. **Business Development:** Danita Andrews informed the board members of the projects that are in the pipeline. Donnie McMahon asked about the companies that are looking for property, the square footage need for these prospects, and how we can attract more developers. Danita Andrews further informed the board members of the high demand for land and property.
  - iii. **Triumph/Legislative Funding Requests:**
    1. Scott Luth updated the board members on the pending Triumph projects.
      - a. **Florida Job Growth Grant Fund:** Scott Luth informed the board members of the positive feedback he received on the 2.6 million Florida Job Growth grant, which is in association with CareerSource EscoRosa, Escambia County School District, Pensacola State College, and George Stone Technical Center.
      - b. **Meeting Innovation Institute:** Scott Luth informed the board members of the positive feedback he received from the meeting.

- c. Scott Luth informed the board members about the county commissioners meeting.
  - d. **The Bluffs Project** Scott Luth updated the board members of the progress and feedback he received regarding The Bluffs Triumph Grant.
- iv. **ED Calendar Review:** Scott Luth informed the board members of the upcoming community events for the months of February and March and asked for the boards support. Some of the event will include, Skills USA Statewide Conference, Japan-US Grass-Root Business Partnership Forum, Cyber-thon and Codefest.

6. **Adjourn:** The board adjourned at 11:24 AM.

**The next FloridaWest Board of Director's Meeting will take place on May 8, 2018.**

**Respectfully Submitted By:**

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