

Union County Development Corporation  
Board of Directors Meeting

October 5, 2022 at Noon

Board Members Present:

Tim Woodruff  
Brian Bias  
Brenda Paxton  
Diana Bourne  
Julie Coffman

Employees Present:

Melissa Browning  
Dawnn Ripberger

The meeting was called to order at 12:03pm on October 5, 2022 by Brian Bias.

September 2022 Minutes – The September meeting minutes were discussed and approved as written. Diana Bourne made a motion to approve the minutes, Tim Woodruff seconded. All board members present voted to approve.

September 7 – October 5, 2022 Financials – The financials were discussed and approved as reported. Julie Coffman made a motion to approve the financials, Tim Woodruff seconded. All board members present voted to approve.

- \$3 insurance refund – was a check we received from our insurance provider. It had no explanation with the check.
- \$3 deposit in candy account – was cash in envelope for change from candy bar sales.
- \$17.99 Live in Liberty expense- Was a receipt for purchasing snow cone syrup.
- Pamela Bliss has requested final payment to be made after January 1<sup>st</sup>, 2023 for the mural painting. Tim Woodruff made a motion to write the check for her final payment after January 1<sup>st</sup>, 2023, Brian Bias seconded. All board members present voted to approve.
  - Will have approximately \$10,000 left in the mural fund after the final payment. These funds will be moved to the Beautification Fund.
- UCDC Tourism Fund
  - Approximately \$500 left to pay towards videographer for county commercial
  - Harvest fest radio commercials were \$465
  - Transferred the \$10,000 into general fund from Tourism Account for wages. Brian Bias made a motion to acknowledge this transfer, Diana Bourne seconded. All board members present voted to approve.

Old Business:

- UC Nature Park – grant writer did not do the InDOT study for the entrance. Melissa and Parks Board are working to get them to finish what they were paid for.

New Business:

- Steven DeLorenzo submitted his letter of resignation to the board on 9/19/22. Julie Coffman made a motion to recognize the recognition letter, Brenda Paxton seconded. All board members present voted in favor.
- Harvest Fest – Saturday, October 8<sup>th</sup>, 2022.
  - Car Show entries are coming in.
  - Scarecrow entries signed up. Will be voting starting 10/11/22 at Kehila with change that goes towards the Liberty Beautification Fund.
  - Have a dozen signed up for the Chili Cook Off.
- Christmas in Our Hometown – Sunday, December 4<sup>th</sup>, 2022
  - Ice Rink is funded through sponsorships
  - Barrel Train – Brenda asking about one that was at Cedar Grove.
- Shell Giving Pump still up through 10/31/22.
- UCHS Tailgating
  - Partners so far: Mathews, J's, Pizza King, Jay's Midlake, Woodruff, Sew What, Transparent Turtle Graphics, Daily Scoop.
  - We've done two football games and one volleyball game so far. Plan on doing some basketball games.
- Budget
  - Melissa to send changes to the Board via email to look over.
- Job Descriptions
  - UCDC Board met with County Commissioner and County Council representatives about the county's demands that need met in order for UCDC to continue to receive funding:
    - We need to meet with together or separately and go over their contract line by line.
      - Contracts were discussed at regular board meeting on October 5<sup>th</sup>, 2022 but nothing was voted on and no conclusions were made.
    - The office is to be open 8am-4pm. Please coordinate doctors appointments and time off so that the office is always open during those hours.
    - Melissa is to call on businesses during the time that Dawnn is working or covering the office.
    - Melissa needs to keep a log of anyone she has called on during the month and present it at the meetings. Some of the board members would like to see a list of all known businesses in the county.
      - To work on a list of all known businesses in Union County
      - List of membership to compare with above list.
      - Melissa to report the list of members/prospects of business visits from meeting to meeting.
    - Melissa is to attend the Union County Commissioner meetings quarterly. Dawnn and Melissa are to attend the Town Council quarterly. The UCDC board will approve the reports prior to being submitted to the council and the commissioners.
    - UCDC will receive at least two or more bids on any job or project: t-shirts, signs, office maintenance, festivals that require port-a-pots, trash removal, etc.
      - If a current vendor is doing a good job at providing the service then we don't need to quote out. Just list the reason.
    - Would like for the UCDC to work with and develop a better working relationship with West College Corner.
      - Diana to ask her daughter in law, Emily Bourne, to get meeting times for the Community Club.
      - Looking into holding a Union County Merchant meeting in WCC.

- Work with WCC to plan a mural.
- Would like to see New Business Packets put together with information on locating to our community containing information on the schools, town council, police and fire departments, county commissioners, building inspector, surveyor, realtors, banks, insurance, etc.
  - Would like a folder to hand out to new business prospects.
- Discussion on comp time and overtime. Working from home, PTO for the remainder of this year.
  - Group email to be sent to Board if out of office for any reason.
- Smoke breaks.
- Possibly ordering shirts for festival with the UCDC logo identifying “staff” “director”
  - Look to order name tags.

Meeting was adjourned at 1:59pm by Brian Bias.

Next meeting is Wednesday, November 2, 2022 at Noon.