

**PICKAWAY PROGRESS PARTNERSHIP  
EXECUTIVE COMMITTEE  
OCTOBER 13, 2023  
P3 CONFERENCE ROOM  
1360 LANCASTER PIKE**

**PRESENT:** Bethany Reid, Diane Hill, Mark Lightle, Craig Stevenson, Daryl Wolfe

**NOT PRESENT:** Jay Wippel, Don McIlroy, Louis McFarland

Bethany Reid called the meeting to order at 9:02am.

***APPROVAL COMMITTEE MEETING MINUTES OF AUGUST 17, 2023***

Craig Stevenson motioned to approve the August 17, 2023, meeting minutes. Daryl Wolfe seconded the motion, and motion carried.

***ADMINISTRATIVE***

- In reviewing the bylaws, the Executive Committee shall consist of Nine (9) members, currently there are 8 members on the board. We will add the Immediate Past President in January 2024. Therefore, the board will consist of Immediate Past President, President, Vice President, Secretary, Treasurer, Mayor, President of the Board of Commissioners and Two (2) At-Large members.
- The Nominating Committee is selected by the Executive Committee in odd numbered years. The Executive Committee added Bethany Reid to the Nominating Committee. The Nominating Committee will be Bethany Reid, Don McIlroy, Franklin Christman, Gary Scherer and Mark Leatherwood. The nominating committee will meet and give their recommendations for the slate of officers at the Annual Meeting January 19,2024.
- Election of Officers according to the bylaws are named in even numbered years for a two-year term by the Nominating Committee. Currently the terms are staggered years, the committee has decided to amend the bylaws to reflect staggered years at the Annual meeting January 19, 2024.
- Ex-Officio members have a vacancy for a representative from Eastland Career Center, the Nominating Committee will reach out to Eastland Career Center to add a member to the board.
- A proposal for the 2024 Executive Meeting dates was handed out. There were no conflicts with any of the dates listed.

### ***ECONOMIC DEVELOPMENT REPORT-***

- Tim Colburn gave an update on Project Green. He and Louis had a great trip to Korea. They are waiting for the incentive package from the state funding as a grant or loan regarding the cost of sewer, water, gas lines and drainage ditch before moving forward with the purchase agreement with the landowner.
- For Project Spark we had a visit of five sites within Pickaway County.
- Project Winston has two potential sites within Pickaway County.

### ***FINANCIAL REPORT***

- Mark Lightle reported on the September financials there was not a lot of change, other than some money was moved into a CD to earn a higher return on interest.
- Mark Lightle made a motion for Tim Colburn and Tiffany Anderson to be able to quote CD rates. Daryl Wolfe seconded, and the motion carried.
- The health insurance policy for Jenna has been canceled and we should see a refund of one month coming back to us.
- The Sofidel Gas line forgiveness will be completed in January of 2025.
- Tim Colburn stated that we are actively collecting past investor and CRA payments.
- Mark Lightle reviewed the expense report for Tim and Louis's trip to Korea and has approved reimbursement.
- Diane Hill made a motion to approve the September financials. Daryl Wolfe seconded the motion, and the motion carried.
- Tim Colburn gave an Audit update that the State has come back with questions regarding Ryan Scribner's health benefit. We are writing up a narrative explaining the health benefit that was offered to Ryan Scribner along with any documents to support the narrative (i.e., board minutes and expense report).
- A budget was handed out, Tim explained the columns showing 2 years of actual vs budget. Salaries will increase with the adding of a third employee, the Assistant Director. We have increased the amount of travel and training expenses. P3 will be sending money to the Port to cover salaries and benefits.
- For the Port budget Tim will be getting with April Metzger next week to review the cost of salary increase and benefits, also to discuss P3 sending money to the Port to cover this cost.
- Mark Lightle made a motion to finalize P3 and Port budget at the November meeting. Diane Hill seconded, and the motion carried.
- Diane Hill has left the meeting early for an appointment.

### ***NEW BUSINESS***

- There was no New Business

### ***PENDING BUSINESS***

- We have drawn up an RFP for financials that we will begin sending out next week to a list of 3-5 CPA companies. We have asked Alexis from PCCF for some recommendations for full accounting firms that they inquired about.

### ***COMMENTS***

- There were no Comments from the Board

***ADJOURNMENT***

Meeting adjourned at 10:16am.

***NEXT MEETINGS***

P3 Board

November 17, 2023

8:00am

OCUBIC, Second Floor Training West

1360 Lancaster Pike Circleville, OH 43113

P3 Executive Committee

December 14, 2023

8:00 am

P3 Conference Room