

AGENDA
Board of Directors Meeting
Berkeley County Development Authority
Authority Conference Room, Martinsburg, WV
February 8, 2017, 9:30 am

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Proof and Filing by Secretary of Notice of Meeting
- IV. Reading and Disposal of Prior Unapproved Minutes of the Board and Executive Committee
 - A. January 11, 2017 Board Meeting
- V. Financial/Audit Committee Report
 - A. **ACTION ITEM**: Approval of Revised Financial Policies and Procedures Manual
 - B. **ACTION ITEM**: Approval of Revised Budget for FY 2016-17
 - C. **ACTION ITEM**: Approval of Auditor for FY 15-16 Audit
- VI. Report of President
- VII. Reports of Chairpersons of Standing Committees
 - A. Executive Committee
 - B. Business Development Committee
 - ACTION ITEM**: Approval for Pennoni to prepare bid documents for Station Square and have them ready for publication once approved by the Planning Commission.
 - ACTION ITEM**: Approval for Pennoni to proceed with environmental testing and preparation of specs for the demolition of all old buildings and the clean-up of trash on the property
 - C. Marketing Committee
 - D. Human Resources Committee
- VIII. Disposition of Unfinished Business
- IX. New Business
- X. Report of Staff
- XI. Other Reports and Announcements
- XII. Adjournment

Note: The Berkeley County Development Authority reserves the right to change the order of the Agenda and to go into Executive Session to discuss subjects as appropriate.

Posted to the Public: February 3, 2017