

MINUTES

CITY OF MATHIS 4B ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE COMMITTEE MEETING
MEDC OFFICE, 111 E. SAN PATRICIO AVE.
MATHIS, TX 78368
December 18, 2017 at 2:00 PM

COMMITTEE MEMBERS' BUSINESS

- | <i>Item</i> | <i>Description</i> |
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| 1. Roll Call to determine presence. | |
| Executive Director | Doug Dowler |
| Secretary | Pat Doherty |
| Treasurer | Elvira Chavez |
| Finance Director | Dea Brite |
| Finance Asst. | Roxanne Breiten |
| Marketing Admin. | Bobbie Bramel |
| 2. Call to order. | |
| | Pat determined a quorum at 2:15pm. |
| 3. Consider approval of minutes from November meeting. | |
| | November minutes approved. |
| 4. Review of November/December Financial Statements and Budget. | |
| | Financials statements and Budget approved. |

PUBLIC FORUM

Citizen Presentations from the floor.
No presentations.

PROCEDURE

Individuals are invited to address the Mathis Economic Development Corporation regarding their concerns. Individuals and groups are permitted Three (3) minutes to present their concerns. If a group will be presenting, the group should select a spokesperson to address the Board on the issue concerning the group. The Mathis Economic Development Corporation may not answer questions and no action on concerns expressed is permitted, except to place a consideration item on a future Agenda.

OLD BUSINESS

5. **Presentation of Administrative Programs.**
 - a. **Review of Downtown Sidewalk Projects**
 1. **Phase I - 100 and 200 Blocks of San Patricio Ave**
 2. **Phase II - TxDOT Alternatives Transportation Grant**The City Manager is now the point of contact for these projects.
 - b. **Review of MEDC Loan Programs**

The MEDC has received 2 loan request applications.
6. **Update on Mathis First Responders Raffle**

Raffle will be held on Dec 21 at 10AM in the EDC office.
7. **Update on purchase of 605 Front Street**

Closing on Dec 27, 2017. Contractor scheduled to clean up.

8. Update on I37 project

Better City received contract and will begin work on Jan 1, 2018.

9. Update on 1025 Freeman project

Property is zoned for agricultural use. If purchased, EDC will be responsible for rollback taxes.

NEW BUSINESS

No new business to discuss.

Elvira would like to discuss what marketing and Facebook should be at next meeting.

REPORTS

1. Executive Director

- a. **No update**

2. Marketing/Facebook Report

- a. **Shop Small Feedback**

Bobbie reported retail shop owners exceeded sales at least 50% or more. On Dec 13th business owners met with MEDC and expressed interest on expanding Shop Small events for 2018.

3. Small Business Technical Assistance Report

- a. **Start Smart**

Dea discussed Del Mar & MEDC collaboration. Fee is \$75. This is the first time a course will be held via Live WebEx in Mathis and with the SBDC.

- b. **Small Business Accounting class Jan 4.**

Dea will teach this class and cost is \$25 per person.

Doug reported that these business technical training & support courses fulfill one of our strategic initiatives for 2018.

Dea discussed computer virus issues from SPEDC, City of Mathis and Del Mar college. The MEDC is protected.

- b. **Overview on MailChimp**

Dea has set up MailChimp to manage contacts, bulk email and advertisement.

10. DISCUSSION OF FUTURE AGENDA ITEMS FOR JANUARY 2018 MEDC BOARD MEETING

- a. REMINDER JANUARY 2018 REGULAR MEETING IS ON **JANUARY 9TH 2018 AT 6:30 PM** (due to holiday)
- b. DISCUSS FACEBOOK AND MARKETING
- c. UPDATE ON SIDEWALK PROJECT AND 1025 FREEMAN PROJECT
- d. IDEAS/PROJECTS ON 109 E SAN PATRICIO PROPERTY

11. ADJOURNMENT Adjourned AT 3:02PM
