

Gun Barrel City  
Economic Development Corporation  
1720 W. Main Street  
Gun Barrel City, Texas 75156  
Tuesday, May 11, 2021

5:00pm  
Council Chambers  
1716 W. Main Street  
Gun Barrel City, Texas 75156

### Workshop Minutes

1. Call to order/Establishment of Quorum at 5:00pm

Present: Joe Lawrence  
Ken Foster  
Susan Ball  
Brandi Collard  
Diane Johannes  
Joe Kyle  
Ron Wyrick

2. Invocation and Pledge of Allegiance: Led by Joe Lawrence

3. Discuss Budget Amendments: Joe Lawrence proposed we address the 10 line items in a format that mirrors the Profit & Loss format as stated in the Motion at the last meeting. Ms. Cooper stated that her revised Amended Budget has already addressed these line items. Mr. Lawrence stated the Motion asked for a change of format addressing only the 10 line items which are currently over budget and asked Susan Ball to present the adjusted budget she had prepared. Ms. Ball stated she took her income totals from Gayle Cooper's numbers so started with \$671,000.00. On her document which she passed out to the Board Members she had highlighted the 10 line items that are currently over budget. She addressed the Telephone and Internet first stating "We are \$1575.00 over now so I would suggest we add that amount bringing it to zero plus an additional \$500.00 per month for the next 6 months for a total add of \$4575 to get us through the end of this fiscal year." Gayle Cooper has \$5200.00 for this in her Amended Budget. Susan Ball said "Next we go to Big Chief Landing and it shows a deficit of \$9803.00 so I suggest we add that." Ms. Cooper stated that we need to add \$60,000.00 for the annual payment plus \$10,000.00 for maintenance. Susan Ball said that if we add the 2 adjustments she has suggested, they come to a little over \$12,000.00 so we add \$60,000.00 to that then we should be covered. There was agreement on that. Susan Ball went on to the next line item – Allocated Funds. Ms. Ball said "We are over by \$12,500.00 so I suggest we add that and then on Non-Allocated Funds, which is where Grant money comes from, we are over by \$10,000.00 so I suggest adding that." Diane Johannes said "So we are adding what is in deficit to bring it to a zero balance but are we going to have any money for grants or other programs for the rest of this fiscal Year?" Joe Kyle said "At this time, according to what we passed, any new

grants would be submitted separately with a new amended budget.” Gayle Cooper disagreed with constantly amending the budget. Joe Lawrence stated “We just need to get through these 10 items and then we can look at adding funds.” Susan Ball continued “Next we come to Other Misc. Here we are only over \$317.00 so I just added that amount. Under Marketing/Advertising we are over \$1975.00 and so again I am just adding that \$1975.00 to the budget. Next we go to Office Supplies where we are currently over \$1350.00. I’m suggesting we add that in, plus \$470.00 per month for the next 6 months for a total adjustment of \$4170.00. The next item is Software and we are over by \$2910.00 so I suggest we add that to bring the balance to zero. The last item is Legal Fees again in a deficit of \$5219.93. I suggest making up the deficit plus adding additional \$5000.00 to get through the year for a total add of \$10,220.00.” Gayle Cooper asked how that compares to what she had in her Amended Budget. It is roughly the same total amount on both for Legal Fees. Susan Ball said “The grand total add to the budget would be \$58,746.00 plus \$60,000.00 for Big Chief, for a total of...” Joe Lawrence said “\$118,746.00. Does that sound about right?” Gayle Cooper asked “What is our total deficit amount with Susan’s budget?” Susan Ball repeated the question “What is our total deficit?” Gayle Cooper asked again “What is the total deficit amount with Susan’s budget?” Susan Ball stated “With my budget there wouldn’t be a deficit.” She then stated that the grand total to add to the budget would be \$58,746.00 plus \$60,000.00 (Big Chief Landing) for a total of \$118,746.00 deficit. Gayle Cooper clarified that Susan Ball’s budget deficit comes to \$118,746.00 while Gayle’s budget deficit comes to \$131,000.00. All agreed. There was some discussion as to a reason for the discrepancy. All Board Members agreed with the amendments as discussed in the Workshop.

Break: 5:50pm

Reconvene: 5:55pm

4. Discuss Bylaws comparison: Regarding the Bylaws Comparison, Councilman Richard Yaws has asked that the Board prepare a document comparing the 2019 Amended Bylaws (current), the Amended Bylaws prepared by Executive Director Gayle Cooper and approved by EDC Attorney, and the 2021 Amended Bylaws approved by this Board and approved by the EDC attorney. Ken Foster presented a document to Board Members. He explained that the 3 bylaws versions reviewed were 1.) most current Council approved 2019 Amended Bylaws for GBC EDC, 2.) EDC approved 2021 Amended Bylaws for GBC EDC (attorney approved) and 3.) Bylaws prepared by Executive Director. Ken Foster said “We have identified 5 areas of major differences in the Bylaws:
  1. Reporting of Board Members to Executive Director – The first set supports this and the set prepared by Ms. Cooper also supports this.
  2. The Board/Treasurer prepares the annual budget – The 2019 Bylaws give that to the Board/Treasurer and the version prepared by Ms. Cooper also gives that to the Board.
  3. Executive Director prepared the annual budget – In the version that we have prepared (2021) we have that the Executive Director prepare the budget.” Ms. Cooper stated that she had meant to indicate that in her version as well and would be happy to continue to do so. Mr. Foster continued,
  4. “Truncation of Bylaws – The Executive Director’s version is truncated at section 4.1(2) of Article IV and is incomplete (according to the Board).
  5. In the Board Approved version (2021) we have added details to the role of the executive director, Board Members, use of funds, transparency and accountability.

These are the 5 major differences that we see in these 3 versions of the Bylaws. This report is what the Bylaws Review Committee has prepared.” Joe Lawrence asked if there was any discussion. Hearing none he stated “We have 50 minutes. This Board is welcome to spend this time reading these Bylaws. If we have no discussion and we are ready to present these to Council, then this line item is completed.” Consensus only. Joe Lawrence said “If there is no objection, we can now return to the budget amendments.” All agreed.

Return to discussion of Budget – Joe Lawrence suggested discussion of the 3 new project grants and whether to ask for the additional \$75,000.00 or stick with what we are currently asking for at \$118,746.00. Joe Lawrence also asked about the approved website. It is not currently budgeted so will need to be added. The website proposal that was given to the Board is much briefer than what was presented to City Council and the Board wondered why. The Executive Director explained it was done this way to simplify the information. There was discussion of the services included in the first 2 years. Joe Kyle expressed a desire for admin to be able to update the website. Diane Johannes and Gayle Cooper said that is one of the features we get with this website including training. A copy of the contract was given to Board Members. Joe Lawrence asked the Board if they felt the necessity to revisit the vote on the website. The consensus was that they have already voted and are still in agreement to move forward with the contract. Joe Lawrence stated that this website is a Board Approved Motion and we should add it to the budget now before we present the Amended Budget to City Council. Gayle explained some of the features of this website developer and benefits thereof. A consensus of 5 to 2 agreed we should add \$21,500.00 to the budget for the website for a total budget deficit of \$140,246.00

The meeting adjourned at 6:50pm.

Prepared by:



Robin Sykora, Executive Assistant

Attest:



Brandi Collard, Secretary