

**MINUTES
BOARD OF DIRECTORS
CEDAR HILL ECONOMIC DEVELOPMENT CORPORATION
Meeting of December 5, 2011**

The Board of Directors of the Cedar Hill Economic Development Corporation met at 6:00 p.m. on Monday, December 5, 2011 in the City of Cedar Hill Government Center, Administrative Conference Room, 4th Floor, 285 Uptown Blvd, Bldg. 100, Cedar Hill, Texas.

Directors Present: Vice President Bill Strock and Directors Dennis Brock, Michael Lemmon, Johnny Wallace, Earl Wooten, Kenneth Govan and Chamber President Amanda Skinner

Directors Unable to be Present: President Jerry White and Director Lee Taylor

Staff Present: Director Allison Thompson, Marketing, Events, and Business Retention Manager Michaela Dollar, and Executive Assistant Jean Dyer

1. Call the meeting to order:

Vice President Bill Strock called the meeting to order at 6:10 p.m., declaring it an open meeting, that a quorum was present, and that the meeting was duly posted.

2. Pledge of Allegiance: United States and Texas Flag

3. Invocation: Director Kenneth Govan

4. Consent Agenda:

Items listed under the Consent Agenda are considered routine and are generally enacted in one motion.

The Board considered the following Consent Agenda item:

- A. Consider approving the November 7, 2011 Regular Meeting Minutes
- B. Consider the September (end of year) Financials
 - Benchmark/Incentive Status Reports

Vice President Bill Strock entertained a motion to approve the Consent Agenda items as submitted. Michael Lemmon made a motion to approve the Consent Agenda as is, seconded by Dennis Brock, and passed unanimously.

5. Citizens Forum:

No Citizen's Forum.

6. Presentation:

- *Cedar Hill Prospector Site by Michaela Dollar and Jean Dyer*

Marketing, Events and Business Retention Manager Michaela Dollar reviewed the Cedar Hill Prospector site (www.cedarhillprospector.com), and showed the board the functionality of the site for searching properties and pulling various reports.

Executive Assistant Jean Dyer reviewed specific property types and how the property information is kept up to date.

7. Executive Session – Convene Executive Session pursuant to Section 551.087 Texas Gov't Code for deliberation regarding economic development negotiations:

Vice President Bill Strock stated that there was no Executive Session discussion and requested to proceed to Information Items.

8. Information Items:

A. Board Member Announcements & Updates:

Chamber President Amanda Skinner mentioned the Best Southwest Chamber Luncheon on Wednesday, December 14th and Executive Assistant Jean Dyer requested RSVP's. Amanda also stated that the Santa's Helpers Toy Drive with Pete Delkus at Uptown Village Friday, December 2nd was a success with over 1800 toys collected.

B. Cedar Hill Business Park Property Owners Association (CHBPPOA) Report:

- *Noon Business meeting on Wednesday, December 7th at PepWear*

Michael Lemmon announced the meeting but there was no discussion.

C. City Council November 2011:

Marketing, Events, and Business Retention Manager Michaela Dollar stated that an update on the Business Retention and Expansion Program was given to City Council on Tuesday, November 8th. ED Director Allison Thompson stated that the only City Council meeting in December is the 13th.

D. EDC Director's Report:

Director Thompson reported the following:

- She will serve on the Texas Economic Development Corporation Sales Tax Committee She will be attending the Texas One Board meeting and Holiday Party next week in Austin
- The Best Southwest is working diligently on the Best Southwest Images Magazine
- She attended a work session at Cedar Valley College that reviewed a grant application with IBM

E. Marketing, Events, and Business Retention Manager's Report:

Michaela highlighted the following from her submitted report:

- Due to the Holiday Season, BREP visits were down but that Jean recently obtained a current business list from the Small Business Development Center and was updating the business database
- Thanked all that attended the 2nd Annual Economic Development Forum and stated that it was a success
- Approximately 10 businesses have responded to the recent BREP mail-out by creating a login for the online business directory
- Reported that a city-wide branding initiative is being considered

E. Executive Assistant Report:

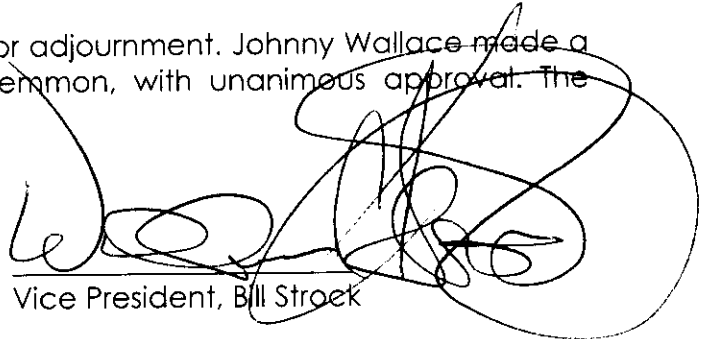
Asst. Dyer handed out mail and received a signature from Vice President Bill Stroek on the October 3, 2011 meeting minutes.

F. Next Board meeting:

ED Director Allison Thompson stated that the January board meeting is scheduled for Monday, January 9th, the second Monday of the month. The 1st Monday is New Year's Day and city offices are closed.

9. Adjourn:

Vice President Bill Stroek requested a motion for adjournment. Johnny Wallace made a motion to adjourn, seconded by Michael Lemmon, with unanimous approval. The board meeting adjourned at 7:10pm.



Vice President, Bill Stroek

ATTEST:



Jean Dyer, EDC Executive Assistant