

**City of Roswell Downtown Development Authority**

**Regular Meeting Minutes  
Thursday January 13, 2022**

**3:30 pm**

**VIRTUAL MEETING**

due to social distancing around COVID numbers on the rise

**Attendance**

**Board:** Ron Buckley, Michelle Seger, Tom Smith, Maureen Whatley, and David White

**Staff:** Elizabeth Hamilton **Guest:** Randy Knighton and Jason Gaines

**Call to Order:** Meeting called to order by Chairman Buckley, at 3:37pm.

1. **Approval of the Agenda:** Motion by Buckley to approve the agenda. Second by White. No discussions. Motion approved unanimously.
2. **Approval of the Minutes from prior meeting(s):** Motion by Smith to approve the minutes from the 12/9/21 Regular Meeting. Second by Seger. No discussions. Motion approved unanimously. No Executive Session held on 12/9/21.
3. **Treasurer's Report:** Treasurer Thompson was absent and will report at the February meeting.
4. **Secretary's Report:** Secretary Whatley, Vice Chair Smith and Admin Hamilton reported that all original final hard copies of the 2021 Affidavits and 2021 legal documents have been filed in DDA's long-term storage at City Hall. Hamilton and Smith reported that all scans of these documents have been archived on the DDA drive.
5. **Nominations and election of 2022 Officers:**
  - **Chair:** Seger nominated Buckley to remain as Chair, White seconded. Board discussed. All approved unanimously.
  - **Vice Chair:** Whatley nominated Smith to remain as Vice Chair. White seconded. Board discussed. All approved unanimously.
  - **Secretary:** Seger nominated Whatley to remain as Secretary. Seconded by Smith. Board discussed. All approved unanimously.
  - **Treasurer:** Smith nominated Thompson to remain as Treasurer. Seconded by Seger. Board discussed. All approved unanimously. Buckley verified that Thompson welcomed the duty.
6. **Projects Updates:** Smith provided a status update on the West Alley project and plans for next steps on public updates.
7. **New Business Announcements:** Board discussed next steps on connecting with City for new projects and the option to invite other organizations to present at the Regular Board Meeting.

**Adjournment.** Buckley motioned to adjourn, second by Seger. No discussions. All approved. 4:17 pm  
Next meeting is February 10, 2022 at 3:30pm.