

City of Roswell Downtown Development Authority
Regular Meeting Minutes
Tuesday, March 3, 2020
3:30 pm
City Hall – Room 220

Present: Ron Buckley, Trent Perry, Michelle Seger, Tom Smith, Michael Thompson, and David White

Guests: Dan McRae, DDA attorney, and David Lyon, exiting DDA Treasurer

Absent: Maureen Whatley

Call to Order: Meeting called to order by Dan McRae, at 3:38pm

1. **Approval of the Agenda:** Motion by McRae to approve the agenda. Second by Thomas. Motion approved unanimously.
2. **Welcome the newly appointed DDA Board of Directors**
McRae presented state DDA operations and generally reviewed the Roswell DDA Bylaws. Recommendations were made to amend the RDDA Bylaws.
3. **Election of Officers**
Each board member summarized their backgrounds. Perry expressed interest in the Chair position with the option to resign in 90-days if another director opted to fill the position with the board's request. Buckley expressed interest in the Chair or Vice Chair position. Smith expressed interest in the Treasurer position. No other directors present expressed interest in currently holding an officer position.
 - Seger made a motion to elect Trent Perry as Chairman. Second by White. Motion approved unanimously.
 - Perry made a motion to elect Thomas Smith as Treasurer. Second by Buckley. Motion approved unanimously.
 - Seger made a motion to elect Ron Buckley as Vice Chair. Second by White. Motion approved unanimously.
 - Perry made a motion to postpone the election of Secretary to the April Regular meeting. Second by Seger. Motion approved unanimously.
4. **Approval of the Minutes from past meeting(s):**
 - Chairman Perry made a motion to approve the February 4, 2020 Regular Meeting Minutes with minor changes and the February 4, 2020 Executive Session Minutes. Second by Thompson. Motion approved unanimously.
 - Chairman Perry made a motion to approve the February 7, 2020 Special Called Meeting Minutes. Second by Smith. Motion approved unanimously.
5. **Treasurer's Report as of 2/29/20:**
 - a. Balance Operating Account: \$362,211.30
Reported by exiting Treasurer, David Lyon
 - b. Chairman Perry motioned for two (2) officer signatures required to sign checks and to adopt the bank's Resolution. Second by Thompson. Motion approved unanimously.
 - c. Thompson opened the discussion on having a DDA credit card managed by the Treasurer to support online operational services and the website.

6. **Secretary's Report:** No report.

7. **Discussion and Update on Downtown Development Authority Projects:**

- a. Seger made a motion to postpone discussion on DDA projects to a Special Called Meeting and/or next month's DDA Regular Meeting. Second by Thompson. Motion approved unanimously. Administrative Support will make arrangements.

8. **New Business/Announcements:** None

Adjournment. Motion to adjourn by Chairman Perry, Second by Thompson. Motion approved unanimously. Time 5:15pm