



BERKELEY COUNTY DEVELOPMENT AUTHORITY  
 Board of Directors Meeting  
 Authority Board Room  
 300 Foxcroft Avenue, Suite 201 | Martinsburg, WV 25401  
 Wednesday, March 14, 2018 | 9:30 a.m.  
 AGENDA

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Proof and Filing by Secretary of Notice of Meeting
- IV. Reading and Disposal of Prior Unapproved Minutes of the Board and Executive Committee
- V. Finance/Audit Committee Reports
- VI. Public Comments
- VII. Report of President
- VIII. Reports of Chairpersons of Standing Committees
  - A. Executive Committee
  - B. Business Development Committee
  - C. Marketing Committee
  - D. Government Affairs & Infrastructure Committee
  - E. Human Resources Committee
  - F. Bylaws - Ad-Hoc Committee
  - G. Office Ad-Hoc Committee
- IX. Executive Session
  - (a) Discuss pending legal matters with Counsel (if necessary)
  - (b) Discuss personnel matters (if necessary)
  - (c) Discuss real estate matters involving competitive bids, property transactions (if necessary)
- X. Unfinished Business
- XI. New Business
- XII. Report of Staff
  - a. Executive Director
  - b. Business Programs Manager
  - c. Administrative Services Coordinator
- XIII. Member Informational Reports and Announcements
- XIV. Adjournment

*The BCDA reserves the right to change the order of the Agenda  
 and to go into Executive Session to discuss subjects as appropriate pursuant to WV Code 6-9A-4*

**Posted to the public on Friday, March 9, 2018**