

BERKELEY COUNTY DEVELOPMENT AUTHORITY  
**Board of Directors Meeting** | Authority Board Room  
 300 Foxcroft Avenue, Suite 201 | Martinsburg, WV 25401  
 Wednesday, June 13, 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. SBDC Business Coach Report
- VIII. Report of President
- IX. 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
- X. Reports of Chairpersons of Ad-Hoc Committees
  - A. Bylaws Committee
  - B. Office Committee
- XI. 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)
- XII. Unfinished Business
- XIII. New Business
- XIV. Report of Staff
  - a. Executive Director
  - b. Business Programs Manager
  - c. Administrative Services Coordinator
- XV. Member Informational Reports and Announcements
- XVI. 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, June 8, 2018**

The mission of the Berkeley County Development Authority is to promote sustainable industrial and economic development and increased employment and tax base through the cooperative sharing of resources within the community.