



**Board of Directors Meeting**  
Holiday Inn Martinsburg  
301 Foxcroft Avenue | Martinsburg, WV 25401  
Wednesday, December 12, 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
- IX. Reports of Chairpersons of Ad-Hoc Committees
  - A. Bylaws Committee
  - B. Funding Committee
  - C. Nominating Committee
  - D. Property Management Committee
- X. 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)
- XI. Unfinished Business
- XII. New Business
- XIII. Report of Staff
  - a. Executive Director
  - b. Administrative Services Coordinator
- XIV. Member Informational Reports and Announcements
- XV. Adjournment

**Posted to the public on Friday, December 7, 2018**

*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*