

May 2, 2011
Dickinson Economic
Development Corporation
Regular Meeting
7:00 p.m.



Darrell Carney
Mike Reinschmidt
Ira Alexander
Libby Moreno

AGENDA
City of Dickinson
**Dickinson Economic
Development Corporation**
MEETING

John Simsen
Myron Smith
Chris Tucker

May 2, 2011

NOTICE is hereby given of a **REGULAR MEETING** and a **SPECIAL JOINT MEETING** of the Dickinson Economic Development Corporation with the Dickinson City Council for the City of Dickinson, County of Galveston, State of Texas, to be held on **Monday, May 2, 2011**, at **7:00 p.m.** at: 4403 Highway 3, Dickinson, Texas 77539 for the purpose of considering the following numbered items. The Dickinson Economic Development Corporation of the City of Dickinson, Texas, reserves the right to meet in a closed session on any of the below items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

ITEM 2.) DISCUSSION AND DIRECTION CONCERNING: Direction from City Council Regarding Staffing, Projects, and Vision for Community and Economic Development.

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of the Minutes of Dickinson Economic Development Corporation Regular Scheduled meeting and Special Workshop minutes.

A. April 4, 2011 Regular Scheduled Meeting Minutes

ITEM 4.) BRIEFING AND DISCUSSION CONCERNING: Update on 2011 Red, White & Bayou Crawfish and Texas Music Festival.

ITEM 5.) BRIEFING, DISCUSSION AND DIRECTION CONCERNING: Boundaries, Applicability Language, and Character of the Proposed Highway 3 Overlay District.

ITEM 6.) BRIEFING AND DISCUSSION CONCERNING: Status of Fiscal Year 2010-2011 Street Projects.

ITEM 7.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of Agreement between Dickinson Economic Development Corporation and SKEDS.

ITEM 8.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Fiscal Year 2010-2011 Budget Amendment.

ITEM 9.) BRIEFING AND DISCUSSION CONCERNING: 2nd Quarterly Financial and Investment Report.

ITEM 10.) EXECUTIVE (CLOSED) SESSION – The Dickinson Economic Corporation will hold a closed executive meeting pursuant to the provision of Chapter 551, Government Code, Vernon's Texas Codes annotated, in accordance with the authority contained in:

A. Section 551.072 – Deliberation Regarding Real Property – Discussion Regarding the Purchase, Exchange, Lease or Value of Real Property.

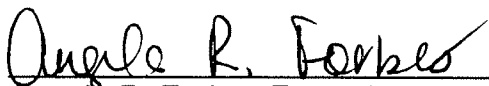
ITEM 11.) RECONVENE

ITEM 12.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Matters discussed in Executive Session.

ITEM 13.) ADJOURN

CERTIFICATION

This is to certify that a copy of the Notice of the Dickinson Economic Development Corporation Meeting for May 2, 2011, was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on this 28th day of April, 2011, prior to 7:00 p.m.



Angela R. Forbes Executive Director

In compliance with the Americans with Disabilities Act, the City of Dickinson will provide reasonable accommodations for disabled persons attending Dickinson Economic Development Corporation Meetings. Requests should be received at least 24 hours prior to the scheduled meeting, by contacting the City Secretary's office at 281-337-6217, or by FAX at 281-337-6190.

AGENDA

ITEM 1

**Dickinson Economic Development
Corporation Meeting**

CALL TO ORDER

Pledge of Allegiance

Given by: _____

ROLL CALL

**DICKINSON ECONOMIC DEVELOPMENT
CORPORATION MEETING
ATTENDANCE LIST**

**MEETING DATE:
Regular Meeting**

<u>BOARD</u>	<u>PRESENT</u>	<u>ABSENT</u>
DARRELL CARNEY	_____	_____
MIKE REINSCHMIDT	_____	_____
IRA ALEXANDER	_____	_____
LIBBY MORENO	_____	_____
JOHN SIMSEN	_____	_____
MYRON SMITH	_____	_____
CHRIS TUCKER	_____	_____

MAKE NOTE ON RECORDING: THE FOLLOWING ALSO ARE IN ATTENDANCE:

EXECUTIVE DIRECTOR, Angela Forbes	_____	_____
CITY ADMINISTRATOR, Julie M. Johnston	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AGENDA

ITEM 2

AGENDA

ITEM 3

Darrell Carney
Mike Reinschmidt
Ira Alexander
Libby Moreno

MINUTES
City of Dickinson
**Dickinson Economic
Development Corporation**
MEETING

John Simsen
Myron Smith
Chris Tucker

April 4, 2011

NOTICE is hereby given of a **REGULAR MEETING** of the Dickinson Economic Development Corporation with the City of Dickinson, County of Galveston, State of Texas, to be held on **Monday, April 4, 2011, at 7:00 p.m.** at: 4403 Highway 3, Dickinson, Texas 77539 for the purpose of considering the following numbered items. The Dickinson Economic Development Corporation of the City of Dickinson, Texas, reserves the right to meet in a closed session on any of the below items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

President Darrell Carney called the meeting to order at 7:06 p.m. Executive Director Angela Forbes called roll and certified a quorum. Members present were as follows: Mike Reinschmidt, Darrell Carney, Libby Moreno, John Simsen and Chris Tucker. Absent was Ira Alexander and Myron Smith. Also present was City Administrator Julie Johnston.

ITEM 2.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of the Minutes of Dickinson Economic Development Corporation Regular Scheduled meeting and Special Workshop minutes.

- A. March 7, 2011 Regular Scheduled Meeting Minutes
- B. March 21, 2011 Special Workshop Meeting Minutes

Chris Tucker made a motion to approve the March 7, 2011 Meeting Minutes. The motion was seconded by Mike Reinschmidt. The motion passed unanimously.

VOTE:

5 AYES (Carney, Reinschmidt, Moreno, Simsen, Tucker)

0 NAYS

MOTION PASSED.

Mike Reinschmidt made a motion to approve the March 21, 2011 Meeting Minutes. The motion was seconded by Libby Moreno. The motion passed unanimously.

VOTE:

5 AYES (Carney, Reinschmidt, Moreno, Simsen, Tucker)

0 NAYS

MOTION PASSED.

ITEM 3.) BRIEFING AND DISCUSSION CONCERNING: Texas Economic Development Council 2011 Spring Conference To Be Held April 26, 28, 2011 in Sugar Land, Texas.

Angela Forbes briefed the Board on the Texas Economic Development Council 2011 Spring Conference To Be Held April 26, 28, 2011 in Sugar Land, Texas.

ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Update on 2011 Red, White & Bayou Crawfish and Texas Music Festival.

City Administrator Julie Johnston briefed the Board on the 2011 Red, White & Bayou Crawfish and Texas Music Festival.

ITEM 5.) BRIEFING AND DISCUSSION CONCERNING: Status of Fiscal Year 2010-2011 Street Projects.

Angela Forbes briefed the Board on the Status of Fiscal Year 2010-2011 Street Projects.

ITEM 6.) DISCUSSION CONCERNING: Street Projects Selected for Fiscal Year 2010-2011.

The Board discussed Street Projects Selected for Fiscal Year 2010-2011. The Board took no action in this matter.

ITEM 7.) BRIEFING AND DISCUSSION CONCERNING: Legislative Update.

City Administrator Julie Johnston gave the Board a Legislative Update.

ITEM 8.) BRIEFING AND DISCUSSION CONCERNING: The Boundaries for the Highway 3 Overlay Zoning District.

City Administrator Julie Johnston briefed the Board on the Boundaries for the Highway 3 Overlay Zoning District as discussed by the Planning and Zoning Commission.

ITEM 9.) DISCUSSION CONCERNING: Draft Mission Statement for Dickinson Economic Development Corporation.

The Board discussed the Draft Mission Statement for DEDC "The Dickinson Economic Development Corporation (DEDC) is dedicated to boosting the economic vitality of Dickinson, Texas". The Board decided not to finalize the statement until they have received direction from the City Council.

ITEM 10.) EXECUTIVE (CLOSED) SESSION – The Dickinson Economic Corporation will hold a closed executive meeting pursuant to the provision of Chapter 551, Government Code, Vernon's Texas Codes annotated, in accordance with the authority contained in:

President Darrell Carney recessed the meeting into Executive Session at 8:05 p.m.

A. Section 551.072 – Deliberation Regarding Real Property – Discussion Regarding the Purchase, Exchange, Lease or Value of Real Property.

ITEM 11.) RECONVENE

President Darrell Carney reconvened the meeting at 8:42 p.m.

ITEM 12.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Matters discussed in Executive Session.

Board members took no action in this matter.

ITEM 13.) ADJOURN

Libby Moreno made a motion to adjourn the meeting at 8:43 p.m. The motion was seconded by John Simsen.

VOTE:

5 AYES (Carney, Reinschmidt, Moreno, Simsen, Tucker)

0 NAYS

MOTION PASSED.

PASSED, APPROVED AND ADOPTED this the 2nd day of May, 2011.

Darrell Carney, President

AGENDA

ITEM 4

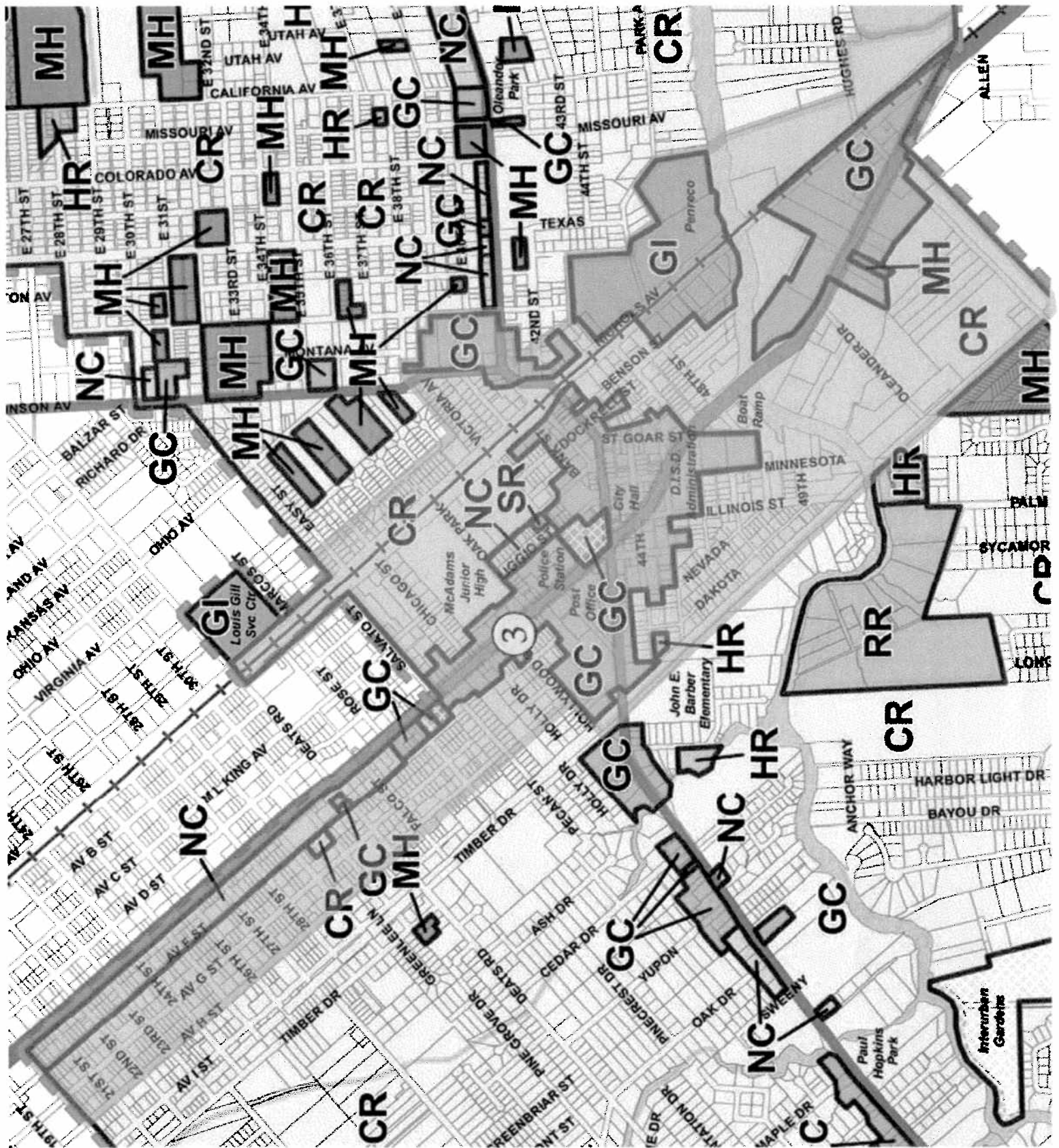
AGENDA

ITEM 5

**PROPOSED APPLICABILITY LANGUAGE FOR
HIGHWAY 3 OVERLAY DISTRICT
(Revised 4-19-2011)**

I) Applicability

- A) Buildings and uses in existence on the effective date of this Overlay are not required to comply with the Highway 3 Overlay District requirements except as required by this sub-section.
- B) The requirements of the Overlay District shall apply to non-residential land uses.
- C) New construction may increase the square footage of an existing building by up to ten percent (10%), one time only, before having to meet the requirements of the Highway 3 Overlay District.
- D) The development standards and regulations set forth in the Highway 3 Overlay District are superimposed and shall supersede the standards and regulations of a property's underlying zoning district and the applicable subdivision regulations where in conflict and shall apply as the minimum standards for any Planned Development (PD) District utilized in the Highway 3 Overlay District.



AGENDA

ITEM 6

AGENDA

ITEM 7

AGENDA

ITEM 8

Dickinson Economic Development Corporation
Proposed Amended Budget FY 2010-2011

	Approved Budget FY 2010-2011	YTD 3-31-2011	Variance	Proposed Amended Budget
Income				
REVENUE				
Interest Income	22,000	11,096	-	22,000
Rental/Lease Railroad Museum	3,000	2,054	-	3,000
Sales Tax Revenue	1,071,810	540,269	60,000	1,131,810
Program Revenues	0	8,561	8,561	8,561
Use of Beginning Fund Balance	79,812	83,561	4,537	4,537
Total REVENUE	1,176,622	645,542	73,098	1,169,908
Expense				
CAPITAL IMPROVEMENTS (REIMBURSED BY CITY CONTRACT)				
Additional Parking RR Center	100,000	100,000	-	100,000
Birch Street 1/2 of Constructio	43,388	0	-	43,388
Elm Street 1/2 Cost of Construc	37,566	0	-	37,566
Elm Street Water & Sewer	2,299	0	-	2,299
Timber Drive	131,422	0	-	131,422
Timber Drive Water & Sewer	30,877	0	-	30,877
Water Street Re construction	121,895	0	-	121,895
Total CAPITAL IMPROVEMENTS	467,447	100,000	-	467,447
CAPITAL OUTLAYS				
Computer/Office Equipment	3,000	169	-	3,000
Real Property Acquisition	100,000	7,200	33,000	133,000
Total CAPITAL OUTLAYS	103,000	7,369	-	136,000
CONTRACT SERVICES-				
Connect CTY Services	8,600	8,363	-	8,600
DISD Summer Rec	7,500	0	-	7,500
ED Consulting	61,000	21,000	16,000	45,000
Festival of Lights	15,000	15,000	-	15,000
Financial & Auditing	5,000	1,253	-	5,000
GIS	3,600	2,100	-	3,600
Keep Dickinson Beautiful	5,000	0	-	5,000

Dickinson Economic Development Corporation
Proposed Amended Budget FY 2010-2011

	Approved Budget FY 2010-2011	YTD 3-31-2011	Variance	Proposed Amended Budget
Legal	7,500	1,405	-	7,500
Multimedia Services	3,000	0	(2,000)	1,000
ROW & Facilities Mowing Contract	26,000	6,500	-	26,000
Street Sweeping Contract				
Total CONTRACT SERVICES-	142,200	55,621	14,000	124,200
EXPENDITURES				
MUSEUM-TOURISM				
BANK SERVICE CHARGES	0	173	160	301
Building & Property Maintenance	15,000	5,081	-	15,000
Communication-Pagers/Phones	2,100	2,624	1,500	3,600
Computer Maint & Network	1,000	175	-	1,000
Dues/Subscriptions/Books	900	0	-	900
Marketing & Advertising	5,000	603	-	5,000
Museum Center Reno/Upgrades	30,000	7,377	(10,000)	20,000
Office Supplies	3,500	2,435	2,000	5,500
Personnel Services	48,202	12,294	-	48,202
Property/Liability Insurance	15,000	6,140	(5,000)	10,000
Replacement of RR Museum Roof	79,812	83,561	3,749	83,561
Storage Rental	1,800	600	-	1,800
Travel & Training	4,000	621	-	4,000
Utilities-Gas, Elec & Water	26,300	9,227	(3,000)	23,300
Total MUSEUM-TOURISM	232,614	130,912	(10,591)	222,164
NOTES PAYABLE-DEBT SERVICE				
Interest Debt Payment	30,123	15,062	-	30,123
Principle Debt Payment	45,000	45,000	-	45,000
Total NOTES PAYABLE-DEBT SERVICE	75,123	60,062	-	75,123

Dickinson Economic Development Corporation
Proposed Amended Budget FY 2010-2011

	Approved Budget FY 2010-2011	YTD 3-31-2011	Variance	Proposed Amended Budget
PERSONNEL & ADMINISTRATION EXP				
Back up W/H Guaranty		67	-	67
Building Maintenance	500	0	-	500
Communications	750	0	-	750
Community Event Sponsorship	15,652	8,202	-	15,652
Dues/Subscriptions	11,000	2,165	(5,500)	5,500
Information Technology	5,000	1,250	-	5,000
Marketing & Promotions	25,000	3,908	(5,000)	20,000
Office Space Rental	3,000	750	-	3,000
Office Supplies/Postage	1,000	1,054	1,502	2,502
Personnel Services	81,057	20,134	-	81,057
Public Official/ E & O Ins	3,500	1,167	2,333	1,167
Travel & Training	7,541	2,357	-	7,541
Utilities	2,238	1,246	-	2,238
Total PERSONNEL & ADMINISTRATION EXP	156,238	42,300	(6,665)	144,974
Total EXPENDITURES	1,176,622	396,262	(3,256)	1,169,908
Net Income	0.00	249,280	76,354	0.00

AGENDA

ITEM 9

Dickinson Economic Development Corporation
Balance Sheet
As of March 31, 2011

ASSETS

Current Assets

Checking/Savings

AMEGY Bank- Securities Settlement Account 2,503.00
Guaranty Federal-Operating Acct 730,387.56

Investments (MMA)

AMEGY CD DUE 04/25/2011 @ .499% 250,630.20
BBVA Compass-Savings Acct .399% 247,913.27
CAPITAL 1- MMA- .73% 254,663.21
FNMA 313370MA3 1.1899 FC 8/23 250,000.00
FNMA 3136FPS57 1% 06/26/13 /FIRST CALL 06/26/2011 250,000.00
Hometown Bnk -LC-08/07/11 1.26% 256,663.29
Texas 1ST- DUE 08/06/11 1.00% 248,498.19

Total Investments 1,758,368.16

Total Checking/Savings 2,491,258.72

Accounts Receivable

Account Receivable 0.00

Total Accounts Receivable 0.00

TOTAL ASSETS 2,491,258.72

LIABILITIES & EQUITY

Liabilities

Other Current Liabilities 0.00

Total Other Current Liabilities 0.00

Total Liabilities

FUND BALANCE

Audited Beginning Fund Balance 9-30-2010 2,247,859.00

Net Income 244,399.72

Unaudited Ending Fund Balance 3-31-2011 2,492,258.72


TOTAL LIABILITIES & EQUITY 2,492,258.72

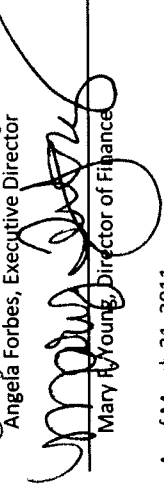
Dickinson Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2010 through March 2011

	<u>Oct '10 - Mar 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
EXPENDITURES				
MUSEUM-TOURISM				
BANK SERVICE CHARGES	173.25			
Building & Property Maintenance	5,080.67	15,000.00	-9,919.33	33.87%
Communication-Pagers/Phones	2,624.38	2,100.00	524.38	124.97%
Computer Maint & Network	174.98	1,000.00	-825.02	17.5%
Dues/Subscriptions/Books	0.00	900.00	-900.00	0.0%
Inventory	0.00	0.00	0.00	0.0%
Marketing & Advertising	603.44	5,000.00	-4,396.56	12.07%
Museum Center Reno/Upgrades	7,377.44	30,000.00	-22,622.56	24.59%
Office Supplies	2,434.68	3,500.00	-1,065.32	69.56%
Personnel Services	12,293.50	48,202.00	-35,908.50	25.5%
Property/Liability Insurance	6,140.00	15,000.00	-8,860.00	40.93%
Replacement of Railroad Center Rc	83,561.32	79,812.00	3,749.32	104.7%
Storage Rental	600.00	1,800.00	-1,200.00	33.33%
Travel & Training	620.76	4,000.00	-3,379.24	15.52%
Utilities-Gas, Elec & Water	9,227.08	26,300.00	-17,072.92	35.08%
Total MUSEUM-TOURISM	130,911.50	232,614.00	-101,702.50	56.28%
NOTES PAYABLE-DEBT SERVICE				
Interest Debt Payment	15,061.50	30,123.00	-15,061.50	50.0%
Principle Debt Payment	45,000.00	45,000.00	0.00	100.0%
Total NOTES PAYABLE-DEBT SERVICE	60,061.50	75,123.00	-15,061.50	79.95%
PERSONNEL & ADMINISTRATION EXP				
Back up W/H Guaranty	66.71			
Building Maintenance	0.00	500.00	-500.00	0.0%
Communications	0.00	750.00	-750.00	0.0%
Community Event Sponsorship	8,202.40	15,652.00	-7,449.60	52.41%
Dues/Subscriptions	2,164.76	11,000.00	-8,835.24	19.68%
ED Grants & Projects	0.00	0.00	0.00	0.0%
Information Technology	1,250.00	5,000.00	-3,750.00	25.0%
Marketing & Promotions	3,907.66	25,000.00	-21,092.34	15.63%
Office Space Rental	750.00	3,000.00	-2,250.00	25.0%
Office Supplies/Postage	1,054.12	1,000.00	54.12	105.41%
Personnel Services	20,134.25	81,057.00	-60,922.75	24.84%
Public Official/ E & O Ins	1,166.67	3,500.00	-2,333.33	33.33%
Travel & Training	2,356.99	7,541.00	-5,184.01	31.26%
Utilities	1,246.00	2,238.00	-992.00	55.68%
Total PERSONNEL & ADMINISTRATION	42,299.56	156,238.00	-113,938.44	27.07%
Total Expenditures	396,262.05	1,176,622.00	-780,359.95	33.68%
Net Income	244,399.72	0.00	244,399.72	

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
 QUARTERLY INVESTMENT REPORT
 31-Mar-11

<u>Bank Name</u>	<u>Interest Rate</u>	<u>Purchase Date</u>	<u>Due Date</u>	<u># Days</u>	<u>Current Balance</u>	<u>Market Value</u>	<u>Market Value Change</u>	<u>Interest Paid Year to Date</u>
BBVA Compass -Operating Acct	0.000%	4/7/2009	Demand	1	\$ 730,387.56	\$ 730,387.56	N/A	\$ -
BBVA Compass- Savings Account	0.800%	4/7/2009	Demand	1	\$ 247,913.27	\$ 247,913.27	\$ 512.55	\$ 512.55
AMEGY Bank Certificate of Deposit	1.800%	4/7/2009	4/25/2011	25	\$ 250,630.20	\$ 250,630.20	\$ 697.88	\$ 697.88
Capital 1 Bank Money Market Acct	0.700%	5/23/2009	Demand	1	\$ 254,663.21	\$ 254,663.21	\$ 898.24	\$ 898.24
Citibank- Certificate of Deposit	2.250%	8/4/2009	2/6/2011	0	\$ -	\$ -	\$ (252,276.98)	\$ 852.44
Hometown Bank-League City Cert of Dep	1.800%	8/6/2009	8/7/2011	129	\$ 256,663.29	\$ 256,663.29	\$ 1,593.96	\$ 1,593.96
Texas First Bank-Dickinson Cert of Dep	1.700%	8/6/2009	8/6/2011	128	\$ 248,498.19	\$ 248,498.19	\$ 903.72	\$ 903.72
FNMA 313370MA3 1.189 FC 8/23/2011	1.189%	2/25/2011	8/23/2011	145	\$ 250,000.00	\$ 249,659.59	\$ (340.41)	\$ -
FNMA 3136FPS57 1% FC 6/26/2011	1.000%	3/5/2011	6/26/2011	87	\$ 250,000.00	\$ 249,215.96	\$ (784.04)	\$ -
AMEGY Bank- Settlement Acct	0.000%	8/6/2010	Demand	1	\$ 2,503.00	\$ 2,503.00		
Weighted Avg Rate (WAR)	1.00%							
Weighted Avg Maturity (WAM)				31.67 Days				
Total Investments					\$ 2,491,258.72	\$ 2,490,134.27	\$ (248,795.08)	\$ 5,458.79


 Angela Forbes, Executive Director


 Mary R. Young, Director of Finance

As of March 31, 2011

Amegy Bank of Texas

P.O. Box 27459, Houston, Texas 77227-7459

DICKINSON ECONOMIC
DEVELOPEMENT CORP.
CUSTODIAL ACCOUNT
4403 HIGHWAY 3
DICKINSON TX 77539
ACCT # DIC03145

SAFEKEEPING INVENTORY

PAGE 1

03/31/11

CUSIP	CALL/PUT INFORMATION SECURITY DESCRIPTION	UNIT/CURRENT FACE	ORIGINAL FACE COST BASIS	RATE MATURITY	RECEIPT	MARKET PRICE MARKET VALUE
3136FPSS7	CALLABLE ON 12/27/11 @ 100.000000 FNMA 1.000 06/27/13 '11	250,000.00	250,000.00	1.0000 06/27/13	074433	99.8638 249,659.59
313370MA3	CNTNOUS CALL ON 08/23/11 @ 100.000000 FHLB 1.000 08/23/13 '11	250,000.00	248,845.00	1.0000 08/23/13	074666	99.6863 249,215.96
		500,000.00	498,845.00			498,875.55*
	GRAND TOTAL PAR		500,000.00*			
	GRAND TOTAL COST BASIS		498,845.00*			
	GRAND TOTAL MARKET VALUE		498,875.55*			

GOVERNMENT AGENCIES

March 10, 2011

069MS18400127901 624-137

DICKINSON ECONOMIC DEV CORP
ATTN: JULIE JOHNSTON
4403 HWY 3
DICKINSON TX 77539-6840

CHARLES ALBRIGHT-SR. VICE PRES
Financial Advisor
713-966-2141
www.smithbarney.com

ACCOUNT NUMBER 624-74621-19 137

IMPORTANT NOTICE	FUNDS MONEY TRANSFER CONFIRMATION
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PLEASE RETAIN FOR YOUR RECORDS.

As you have instructed, a Federal Fund Money Transfer in the amount of \$252,276.98 was completed.

To: 113010547,COMPASS BANK COMPASS BAN

For the benefit of: 3806763276 DECKINSON ECONOMIC DEVELOPMENT, 440

The transfer agent has confirmed that this transfer was executed as a Federal Funds transaction with paid ref number 0310B1Q8021C019031

Your account has been charged \$25.00 for the above transaction.

This transfer was made from your Morgan Stanley Smith Barney account referenced above.

If any of the above information is not in accordance with your instructions, or any of the information is incorrect, please contact your Branch Manager immediately.

We appreciate your business.

AGENDA

ITEM 10

EXECUTIVE SESSION

RECESS TIME: _____

AGENDA

ITEM 11

RECONVENE

TIME: _____

AGENDA

ITEM 12

AGENDA

ITEM 13

ADJOURN

TIME: _____
MOTION: _____
SECOND: _____
VOTE _____