

**Greater Alexandria Economic Development Authority  
Executive & Government Relations Committee Meeting**

Minutes: Meeting of Tuesday, December 8, 2020

Present: Michael Caffery, Vice-Chair; Steven R. McGee

Absent: None

The monthly meeting of the Greater Alexandria Economic Development Authority's Executive & Government Relations Committee was called to order by Commissioner Caffery 8:06 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was present.

Commissioner Caffery requested that the Authority consider implementing organizational by-laws so that Commissioners can have a framework for the roles they have sworn to. He further asked that Legal Counsel draw up a draft copy of by-laws for the January 2021 meeting. A discussion was held. Legal Counsel asked that the Board draw up a list so that she can address concerns.

Legal Counsel commented on the issue of presentation of plaques for past commissioners. A discussion was held. Legal Counsel stated that she is not aware any restriction to purchase moderately priced plaques to past commissioners. Commissioners asked that legal counsel provide the opinion in writing.

Angela Varnado, GAEDA Executive Administrator gave an overview from staff on the System for Award Management (SAM). A discussion was held.

There being no further business to come before the Committee, the meeting was adjourned at 8:38 a.m.

**Greater Alexandria Economic Development Authority  
Human Resources Committee Meeting**

Minutes: Meeting of Tuesday, December 8, 2020

Present: Zebulon Winstead, Chair; Steven McGee

Absent: None

The monthly meeting of the Greater Alexandria Economic Development Authority's Human Resource Committee was called to order by Commissioner Winstead at 8:38 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was present.

Commissioner McGee commented on the importance of staff and commissioners completing the required training as per state law. A discussion was held.

There being no business to come before the Committee, the meeting was adjourned at 8:45 a.m.

**Greater Alexandria Economic Development Authority  
Administration & Legal Committee Meeting**

Minutes: Meeting of Tuesday, December 8, 2020

Present: John Carroll, Chair; Candice Cheney

Absent: None

The monthly meeting of the Greater Alexandria Economic Development Authority's Administration & Legal Committee was called to order by Commissioner Carroll at 8:45 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was present.

The Committee heard a report from John Theriot, Knight Masden CPA regarding the 2021 Proposed Budget. A discussion was held.

The Committee discussed having a "Special Call" meeting on Friday December 11, 2020 at 8:00 a.m. virtually to vote on the 2021 Proposed Budget options.

It was moved by Commissioner Cheney and seconded by Commissioner Carroll to recommend payment of the November 2020 Accounting Bill. There being no public comments, motion was added by unanimous vote.

It was moved by Commissioner Cheney and seconded by Commissioner Carroll to recommend payment of the November 2020 Legal Bill. There being no public comments, motion was added by unanimous vote.

There being no further discussion to come before the Committee, the meeting was adjourned at 9:31 a.m.

**Greater Alexandria Economic Development Authority  
Economic Development Committee Meeting**

Minutes: Meeting of Tuesday, December 8, 2020

Present: John Carroll; Candice Cheney

Absent: None

The monthly meeting of the Greater Alexandria Economic Development Authority's Economic Development Committee was called to order by Commissioner Carroll at 9:32 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was not present.

There being no business to come before the Committee, the meeting was adjourned at 9:32 a.m.

**Greater Alexandria Economic Development Authority  
Capital Projects Committee Meeting**

Minutes: Meeting of Tuesday, December 8, 2020

Present: John Carroll; Candice Cheney

Absent: None

The monthly meeting of the Greater Alexandria Economic Development Authority's Capital Projects Committee was called to order by Commissioner Carroll at 9:33 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was present.

There being no business to come before the Committee, the meeting was adjourned at 9:33 a.m.

**Greater Alexandria Economic Development Authority  
Operations Committee Meeting**

Minutes: Meeting of Tuesday, December 8, 2020

Present: Michael Caffery, Chair; Zebulon Winstead

Absent: None

The monthly meeting of the Greater Alexandria Economic Development Authority's Operation's Committee was called to order by Commissioner Caffery at 9:34 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was present.

Commissioner Winstead inquired about information on the types of buildings and plan. Staff was not prepared to give a report but will have a brief report in January 2021 and a more comprehensive one at the strategic retreat scheduled for February 6, 2021.

There being no further business to come before the Committee, the meeting was adjourned at 9:38 a.m.

**Greater Alexandria Economic Development Authority  
Regular Meeting Agenda**

Minutes: Meeting of Tuesday, December 8, 2020

Present: Michael Caffery, Vice-Chair; John Carroll; Zeb Winstead; Candice Cheney; Steven R. McGee

Absent: None

The monthly regular meeting of the Greater Alexandria Economic Development Authority was called to order by Commissioner Caffery at 9:39 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was present.

It was moved by Commissioner Carroll and seconded by Commissioner Winstead to approve the December 2020 Consent Agenda, excluding the November 2020 Financial Statements. Roll Call vote:

Commissioner Caffery- Yes

Commissioner Winstead- Yes

Commissioner Carroll- Yes

Commissioner Cheney- Yes

Commissioner McGee- Yes

There being no public comments, motion passed by unanimous vote.

Discussions on the 2021 Proposed Budget was delayed until Friday, December 11, 2020 at 8:00 a.m.

The Executive Director reported that two vacancies remain open for GAEDA Commissioners.

Commissioner Caffery also requested that the 2021 Election of Officers be placed on the January 2021 agenda.

It was moved by Commissioner Winstead and seconded by Commissioner Carroll to recommend adding to the agenda that a special call meeting be held on Friday, December 11, 2020 at 8:00 a.m. via teleconference to discuss the November 2020 Financial Statements and the 2021 Proposed budget. Roll Call Vote:

Commissioner Caffery- Yes

Commissioner Winstead- Yes

Commissioner Carroll- Yes

Commissioner Cheney- Yes

Commissioner McGee- Yes

There being no public comments, motion was added by unanimous vote.

It was moved by Commissioner Winstead and seconded by Commissioner Carroll to approve a special call meeting be held on Friday, December 11, 2020 at 8:00 a.m. via teleconference to discuss the November 2020 Financial Statements and the 2021 Proposed budget. Roll Call Vote:

Commissioner Caffery- Yes

Commissioner Winstead- Yes

Commissioner Carroll- Yes

Commissioner Cheney- Yes

Commissioner McGee- Yes

There being no public comments, motion passed by unanimous vote.

There being no further business to come before the Board, the meeting was adjourned at 9:45 a.m.