

**MEXICO BEACH COMMUNITY DEVELOPMENT COUNCIL**  
**MINUTES OF SPECIAL MEETING**

Type: Special Meeting  
When: Thursday, August 2, 2018 - Mexico Beach Civic Center/Mexico Beach Welcome Center  
Attending:  
Sandie Yarbrough Director Shawna Wood Director  
Cathey Hobbs Director Wylie Petty Director  
Linda Albrecht Director Kimberly Shoaf President  
Melissa Williams

The meeting was brought to order at 10:16 a.m. Roll was called and a quorum was not present.

**Business:**

- FY2019 Budget – Chairman Yarbrough suggested discussing President Shoaf’s contract then Mrs. Williams’ and Mrs. Krum’s salaries and concluding with the FY19 budget. She stated that the contract was a good idea and that it forgoes a bonus, not saying the Board can not give her one. President Shoaf stated the Board’s attorney had drafted the contract and was the same as Jennifer Vigil’s with the Panama City TDC. After discussion, President Shoaf stated that the blanks in Section 5a. Benefits will be filled in before the contract is signed and that in Section 5e. Benefits the word fuel has been replaced with mileage reimbursement. Discussion followed.  
Chairman Yarbrough opened discussion regarding Mrs. Williams’ and Mrs. Krum’s salary increase. She stated President Shoaf has recommended a five percent increase along with all the same benefits approved in prior fiscal years. Chairman Yarbrough mentioned Mrs. Williams will return to her original three days per week work schedule with President Shoaf conveying that Mrs. Williams’ work days were increased to phase out the volunteers due to the volunteer pool diminishing and she is returning to her original schedule for personal financial reasons. Discussion followed.  
President Shoaf asked if there were any questions or concerns regarding the FY19 budget. She stated that \$340,000 was budgeted for media advertising but she recommends giving \$325,000 to Paradise and using the other funds for rack cards and other advertising.  
Chairman Yarbrough mentioned capping the bonuses and asked for suggestions. Discussion followed.

**Audience Participation:** Chairman Yarbrough asked for comments or questions from the audience. There were none, however City Councilman Jerry Wallace requested a copy of the proposed budget. President Shoaf provided a copy.

Chairman Yarbrough suggested a break with the meeting to be continued at the Mexico Beach Welcome Center.

The meeting was recalled to order at 1:30 p.m. at the Mexico Beach Welcome Center. Roll was called and a quorum was present.

**Business:**

- FY2019 Budget – Chairman Yarbrough suggested continuing the discussion of salaries. She inquired if Director Petty had any questions and he responded no. Discussion followed regarding bonuses and Chairman Yarbrough suggested the Board consider setting up a chart for bonuses.  
Chairman Yarbrough asked for a motion on President Shoaf’s contract. A motion was made by Director Petty and seconded by Director Hobbs to approve and accept the employment contract between the Mexico Beach CDC and Kimberly Shoaf with the salary as stated in the contract. Discussion followed with President Shoaf reiterating that the blanks in Section 5a. Benefits will be filled in before it is signed. The motion passed on a vote of 4-1.  
Chairman Yarbrough stated that President Shoaf recommended a five percent increase for Mrs. Williams and Mrs. Krum. A motion was made by Director Hobbs and seconded by Director Wood to grant a five percent increase in salary for Mrs. Williams. The motion passed unanimously. After discussion, a motion was made by Director Albrecht and seconded by Director Petty to grant a five percent increase in salary for Mrs. Krum. The motion passed unanimously.

After discussion, a motion was made by Director Petty and seconded by Director Hobbs to approve the proposed budget for FY2019. The motion passed unanimously.

President Shoaf informed the Board that she will be out of the office next week. Director Petty inquired about the status of the Welcome Center's porch. President Shoaf stated she is in contact with Philip Hall regarding this matter.

A motion was made by Director Petty and seconded by Director Hobbs to adjourn the meeting. The motion passed unanimously.

Melissa Williams for  
Dena Frost  
Secretary/Treasurer