

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

Type: Monthly Meeting  
When: Thursday, September 19, 2019 - Mexico Beach Welcome Center  
Attending:

Sandie Yarbrough	Director	Wylie Petty	Director
Cathey Hobbs	Director	Kimberly Shoaf	President
Robert Carroll	Director	Melissa Williams	
Al Cathey	Director		

The meeting was brought to order at 10:02 a.m. Roll was called and a quorum was present. After review, a motion was made by Director Petty and seconded by Director Carroll to approve the August 15, 2019 monthly meeting minutes. The motion passed unanimously.

President Shoaf reviewed the financial report denoting that the largest expense was in Line Item 7000-Capital Improvements for the new office building. A motion was made by Director Petty and seconded by Director Cathey to accept the FY19 YTD Financial Report. The motion passed unanimously.

**Tourist Development Tax Collections:**

President Shoaf discussed the July 2019 and year-to-date tourist development tax collections.

**Ongoing Business:**

- **Shoaf FY20 Employee Contract** – President Shoaf presented her FY20 employee contract and stated that it had been reviewed by Chairman Yarbrough, Director Carroll and Mike Burke. A motion was made by Director Hobbs and seconded by Director Carroll to accept the employment contract between Mexico Beach Community Development Corporation and Kimberly Shoaf, Mexico Beach CDC President/CEO. The motion passed unanimously.
- **1yr Hurricane Michael Event** – President Shoaf informed the Board that Special Events for Mexico Beach and the CDC were working on an October 10<sup>th</sup> event to be held at the Mexico Beach shopping center from 5-7 p.m. The event will provide free food, prepared by Mango Marley’s and paid by Special Events, guest speakers and music by Rockin’ Randall and Flabbergasted for people to gather and reflect how far Mexico Beach has come since 10/10/18. President Shoaf stated that advertising through posters, local press and social media will promote this event. Discussion followed regarding food, donations, parking and assistance from the City.

**New Business:**

- **Never Forgotten Coast, LLC – Memorandum of Understanding (MOU)** – President Shoaf informed the Board that Never Forgotten Coast, LLC would like for the sale proceeds from the merchandise they provide to go toward the Mexico Beach CDC for use in compliance with State statutes. Mike Burke stated that this Memorandum of Understanding (MOU) is more of an audit protection, not a contract. A motion was made by Director Petty and seconded by Director Carroll to approve CEO/President, Kimberly Shoaf, to sign the Memorandum of Understanding (MOU) prepared by the MBCDC attorney and signed by the Chairman. The motion passed unanimously.
- **Welcome Center Plans – DAG Architects, Inc.** – President Shoaf discussed the new Welcome Center plans specifying that FEMA has stated they will reimburse the City to replace what was there prior to the storm. Discussion followed regarding the previous Welcome Center. President Shoaf stated that DAG Architects will present this layout to the City if FEMA approves it. She also stated DAG is working on the exterior sketches now.
- **Sustainable Beaches, LLC** – President Shoaf requested to add discussion on the consulting services proposal. She stated that the agreement with Sustainable Beaches, LLC including Lisa Armbruster’s monthly consulting fee was up for fiscal year renewal indicating there were no changes in the contract from the previous fiscal year. President Shoaf informed the Board that the TDC is currently paying these charges for FY19 and will continue for FY20. Director Carroll requested that President Shoaf provide the Board with Ms. Armbruster’s monthly updates.

**Events:**

- **Mexico Beach One Year Later – October 10<sup>th</sup>, 5-7m** – Details were discussed under ongoing business.

**President's Report:** President Shoaf informed the Board that the photography contest winners were selected and an e-blast will announce the winners along with advertising the one year later event. She stated that the TDC had approved the FY20 budget and program of work which will be presented to the Bay County Commissioners.

President Shoaf inquired as to whether the Board would like to continue with an annual calendar mentioning that due to Hurricane Michael a 2019 calendar was not produced. After discussion, the Board agreed to print 1500 calendars, with no ads, and sell them for \$5 each.

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

Robert Carroll  
Secretary/Treasurer  
/mw