

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

Type: Annual Meeting  
Date/Location: Monday, January 28, 2019 - Mexico Beach Welcome Center  
Attending:  
Sandie Yarbrough Director Dena Frost Director  
Linda Albrecht Director Wylie Petty Director  
Robert Carroll Director Shawna Wood Director  
Kimberly Shoaf President  
Mike Burke MBCDC Attorney Dan Rowe Bay Co. TDC Chairman

The meeting was brought to order at 10:05 am. Roll was called and a quorum was present.

**Election of Board Officers:** Director Yarbrough stated that due to MBCDC procedures that the annual meeting serves the purpose of electing officers for the year.

Chairman Yarbrough noted the Director Frost had made statement to Mrs. Shoaf that due to personal constraints, she would step down should someone else wish to serve as Secretary/Treasurer. Director Carroll stated that he would be willing to take on the duties of the seat. A motion was made by Director Wood and seconded by Director Albrecht to appoint Robert Carroll as the Board Secretary/Treasurer for the coming term. The motion passed unanimously.

A motion was made by Director Albrecht and seconded by Director Petty to maintain the current Vice Chairman, Cathey Hobbs, for the coming term. The motion passed unanimously.

Director Albrecht moved to appoint President Shoaf as acting chairman and it was seconded by Director Petty. Motioned passed. President Shoaf called for a motion to appoint a Chairman. Director Carroll motioned to reappoint Sandie Yarbrough as Chairman for the coming term. Director Petty seconded. The motion passed unanimously.

President Shoaf relinquished the Chairman duties back to Chairman Yarbrough.

-Dena Frost joined the meeting.

Chairman Yarbrough asked if there was any further discussion or any audience participation. Hearing none, a motion was made by Director Carroll and seconded by Director Albrecht to adjourn the meeting. The motion passed unanimously.

Dena Frost  
Secretary/Treasurer  
/KPS

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**MINUTES OF MEETING**

Type: Monthly Meeting  
When: Monday, January 28, 2019 - Mexico Beach Welcome Center  
Attending:

Sandie Yarbrough	Director	Dena Frost	Director
Linda Albrecht	Director	Wylie Petty	Director
Robert Carroll	Director	Shawna Wood	Director
Kimberly Shoaf	President		
Mike Burke	MBCDC Attorney	Dan Rowe	Bay Co. TDC Chairman

The meeting was brought to order at 10:12am. Roll was called and a quorum was present. After review a motion was made by Director Albrecht and seconded by Director Carroll to approve the October 26, 2018 special meeting minutes. The motion passed unanimously.

President Shoaf reviewed the current financial report with the Board. After discussion a motion was made by Director Frost and seconded by Director Petty to accept the FY19 YTD Financial Report. The motion passed unanimously.

President Shoaf reviewed the tourist development tax collections. She stated that due to the hurricane, the months of September, October and November were combined together and that the Clerk's office is working to sort through them. President Shoaf noted that the September One Cent report is what the board should look to for the end of FY18 and that it is up. Mr. Rowe noted that the Clerk's office is working to appropriate the correct collections in the correct periods.

**Ongoing Business:**

- FY18 Audit Update- President Shoaf stated that CRI has received all the documents they requested and they are expecting to complete their findings by February. She stated that CDC should have a clean report for this year.
- Beach Nourishment Update- President Shoaf updated the Board that the current project, which includes design and permitting, is near complete. The funds secured for this project were awarded from both the State and the Bay Co. TDC. President Shoaf stated that the search for sand similar to the current beach sand was found less than two miles offshore and that this is very good as it will not be as financially challenging to fund if the sand was further out. Mr. Rowe noted that the TDC is working to help secure the funds that will be needed for the sand implementation on the beach. He stated that they will be reaching out to their elected representatives to with funding of the beach projects for Bay County. Mr. Rowe stated that by bidding the Panama City Beach and Mexico Beach projects together, that it will reduce the overall costs.

**New Business:**

- Grants-
  - Visit Florida: President Shoaf presented a marketing plan that was created with Luckie and Lou Hammond Group to assist Mexico Beach for the FY19 year. She noted that these two agencies are currently under contract with Visit Panama City Beach and that the CDC is able to come under the TDC umbrella and work with these agencies. President Shoaf state that the marketing proposal is in the amount of \$305,000, which is in line with the yearly CDC's marketing budget. The grant makeup is on a reimbursement style program, however President Shoaf noted that she hopes Visit Florida will work with the CDC on this matter due to the financial constraints that the CDC is currently under. Mr. Rowe noted that he sits on the finance board for Visit Florida and he will be asking them to reevaluate how they award funds for grants like this. The board agreed with President Shoaf and advised her to move forward with applying for the grant.

- Never Forgotten Coast: President Shoaf informed the board that she had applied for a micro grant from the Never Forgotten Coast Project and CDC has received a \$1,000 grant. She stated that these funds will be placed towards a new welcome center sign that has been ordered. The board congratulated her on this grant.
- Welcome Center- President Shoaf informed the board that Mayor Cathey had discussed with her the thought of the CDC purchasing the land that the Welcome Center sat on with an agreement that should the CDC move or dissolve that the land would default back to the City, and not the County. Director Petty inquired about the property taxes and that if CDC owns the land, they would then become responsible for this. Director Carroll inquired how the Panama City Beach Welcome Center was set, to which Mr. Rowe stated that the City owns the land and the County owns the building. Director Albrecht stated that during the City Council meeting when this was presented, that the discussion of the insurance money that the City is to receive from the Welcome Center was not discussed. The board directed President Shoaf to research the taxes and other options with regards to the land and the Welcome Center. Director Carroll stated that he would assist President Shoaf as well.
- Sponsorship Request- MBARA: President Shoaf presented the board with a sponsorship request from the MBARA for their Kingfish Tournament. She noted that the tournament is set to take place August 23-24, 2019. A motion was made by Director Frost and seconded by Director Albrecht to not award a sponsorship to the MBARA due to the financial constraints facing the CDC and that the CDC could offer in-kind sponsorships in the way of in house marketing and promotions. The motion passed unanimously.

**President's Report:** President Shoaf noted that visitors are coming into the Welcome Center as well as calling looking for places to stay. She informed the board that some vacation rental companies will have properties available beginning in April. President Shoaf stated that she has cautioned both those looking to come and to the vacation agencies to rely that Mexico Beach is not what it was and for visitor to understand this when booking their vacations. Mexico Beach will get back to what it was, but it takes time, and visitors need to be advised of this.

President Shoaf stated that the next CDC board meeting will be on April 18th at the Welcome Center.

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

Robert Carroll  
Secretary/Treasurer  
/kps