



**Mexico Beach Community Development Council Monthly Meeting**

Thursday, November 20, 2025 | Conference Room, Welcome Center

- I. **Call Meeting to Order-** Chairman Carroll called the meeting to order at 9:00am.
- II. **Roll Call** (board members present):
  - Robert Carroll (Chairman)
  - Jack Mullen (Vice Chair)
  - Ethann Oldham (Secretary/Treasurer)
  - Jason Adams
  - Gloria Sanchez
  - Chris Connor
  - a. **Approve October 16, 2025, Meeting Minutes-** A motion was made by Director Oldham and seconded by Director Adams to approve the minutes. Motion passed unanimously.
  - b. **Acknowledgement of the Tourist Development Tax Collections-** President Shoaf presented the monthly tax collection report stating an overall year-end increase over last year. Discussion followed. President Shoaf stated she is anticipating November’s collection to be down due to the tornado damaged to TDT properties.
- III. **Request to Address the Board on Agenda items-** None
- IV. **Financial Report-** President Shoaf presented the financial report for FY2026. Discussion followed. After discussion a motion was made by Director Sanchez and seconded by Director Mullen to approve the year-to-date financial report. Motion passed unanimously.
- V. **Marketing Report-** President Shoaf presented October’s media report as prepared by Madden. Discussion followed.
- VI. **Ongoing Business**
  - a. **Christmas Tree Lighting, December 7<sup>th</sup>-** President Shoaf shared the poster, stating that it is a joint event with the City, Sheriff, Special Events and Mrs. Traci Gaddis. Discussion followed regarding the park’s conditions and the upcoming construction. President Shoaf stated she is working with all parties to ensure the event goes as planned.
- VII. **Action Items**
  - a. **MBCDC Practice and Procedures Manual-** President Shoaf presented an updated Practice and Procedures Manual. She stated that the last revision was in 2012 and that this update aligns with both PCB’s and PC’s, providing consistency among the TDC’s. President Shoaf stated that Mr. Burke had reviewed the changes and would recommend the update. Discussion followed. After discussion a motion was made by Director Oldham and seconded by Director Adams to approve the updated manual. Motion passed unanimously.
- VIII. **President’s Report-** President Shoaf stated that the audit moving forward. She shared that her trip to the DEMA tradeshow was very successful, giving a recap of the event. President Shoaf informed the board that the Welcome Center would be closed Thursday and Friday for Thanksgiving and that Christmas closed hours will be December 24 and 25 and expressed she would like to add the 26. There was no opposition from the board to the holiday observation hours.



**IX. Chairman's Report-** None

**X. Audience Participation-** None

**XI. Adjournment-** Motion was made by Director Oldham and seconded by Director Sanchez. Motion passed unanimously.

Respectfully submitted,  
Kathy Krum/Recording Secretary