



Mexico Beach Community Development Council Monthly Meeting

Monday, January 26, 2026 | 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 (Chair)

Jack Mullen (Vice Chair)

Ethann Oldham (Secretary/Treasurer)

Jason Adams

Chris Connor

Betsie Welle

Gloria Sanchez

III. Election of Officers- Chairman Carroll stated that the current officer's position of Chairman, Vice Chairman and Secretary/Treasurer were up for election. Director Mullen informed the board that he was not interested retaining his position as Vice Chairman. Chairman Carroll and Secretary/Treasurer Oldham both stated they would be willing to continue to serve.

- a. Chairman-** A motion was made by Director Adams and seconded by Director Sanchez to maintain Robert Carroll as Chairman for the coming term. The motion passed unanimously.
- b. Vice Chairman-** A motion was made by Director Mullen and seconded by Director Adams to nominate Director Sanchez for the position. The motion passed unanimously.
- c. Secretary/Treasurer-** A motion was made by Director Oldham and seconded by Director Sanchez to maintain Ethann Oldham as Secretary/Treasurer for the coming term. The motion passed unanimously.

President Shoaf stated that the newly appointed officers need to be placed as authorized check signers on the MBCDC checking account. She stated that Director Wood is the alternate signature and recommended to keep Director Wood on the checking account. The board unanimously agreed with this recommendation and directed President Shoaf to update the check singers on the account to the three elected officers and Director Wood as the fourth.

IV. Audience Participation- none

V. Adjournment- A motion was made by Director Oldham and seconded by Director Mullen to adjourn the meeting. The motion passed unanimously.

Respectfully submitted,
Kathy Krum, Recording Secretary



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- I. **Call Meeting to Order-** Chairman Carroll called the meeting to order at 9:07am.
- II. **Roll Call** (board members present):
 - Robert Carroll (Chairman)
 - Gloria Sanchez (Vice Chair)
 - Ethann Oldham (Secretary/Treasurer)
 - Jason Adams
 - Gloria Sanchez
 - Chris Connor
 - Jack Mullen
 - Betsie Welle
 - a. **Approve November 20, 2025 Meeting Minutes-** A motion was made by Director Oldham and seconded by Director Adams to approve November 20, 2025 minutes. Motion passed.
 - b. **Acknowledgement of the Tourist Development Tax Collections-** President Shoaf presented the monthly tax collection report stating that there was a decrease in November collections due to the tornado damage to TDT properties. Discussion followed.
- III. **Presentations:** Fy2025 Audit, Rich Moreira, Carr Riggs & Ingram- Mr. Moreira distributed the Financial Statement for FY25 audit. After the presentation, he stated that the audit was fair and clean with no material weaknesses. Discussion followed.
- IV. **Request to Address the Board on Agenda Items-** None
- V. **Financial Report-** President Shoaf presented the financial report for FY26. Discussion followed. After discussion a motion was made by Director Oldham and seconded by Director Sanchez to approve the year-to-date financial report. The motion passed unanimously.
- VI. **New Business**
 - a. **Beach Tilling & Escarpment Leveling Project-** President Shoaf stated that the County had awarded the beach tilling & escarpment leveling project to Coastal Parasailing, Inc. and this is a three-year contract. President Shoaf noted that this is a restoration grant requirement and that Lisa Armbruster is coordinating with the contractor on the tilling schedule. President Shoaf noted that Mrs. Armbruster was able to secure a state grant to cover a portion of this cost and she will file the required information for reimbursement. Discussion followed.
 - b. **Winter Beach Clean-up** President Shoaf shared the poster for the Beach Clean-up for every Thursday in February. Discussion followed.
 - c. **Winter Residents/Snowbird Coffee & Donuts Event-**President Shoaf shared the poster for the Snowbird Coffee and Donuts taking place every Friday in February. Discussion followed.
- VII. **Discussion Items**
 - a. **MBCDC Financial Structure & Accounting-** President Shoaf presented a new structure for day-to-day operations relating to the accounting process. She stated that due to the Clerk's office ability to view the financial software during the day, that it would be best if the

board moved to QuickBooks online; noting that currently she uses QuickBooks Desktop. Discussion followed. After discussion, a motion was made by Director Oldham and seconded by Director Welle to change the financial software to QuickBooks Online with the Payroll feature. The motion passed unanimously.

President Shoaf stated that the Clerk's office has requested bank access for Katy Nail and Kayla Barker, being online view only access. Discussion followed. After discussion, a motion was made by Director Welle and seconded by Director Sanchez to grant online view-only bank access permission to Katy Nail and Kayla Barker, with the Clerk of Court. The motion passed unanimously.

- b. Resolution No 26-001-** Mike Burke presented Resolution No. 26-001 and gave an overview of the resolution. Mr. Burke noted that there will be a transition period as it relates to the signatories, but that will be at the Clerk's and CDC's understanding. Discussion followed. After discussion a motion was made to by Director Conner and seconded by Director Adams to accept Resolution No. 26-001. The motion passed unanimously.

VIII. President's Report- President Shoaf stated that Plein Air Paint-out is taking place in March and that the Welcome Center will be hosting a reception on March 23rd and student art day on March 25th.

IX. Chairman's Report- Director Carroll requested information on the current credit card caps and procedures that are in place at this time. President Shoaf stated that she did not have a cap, noting the credit limit is \$48,000 and that the staffs were \$2,500, each. Discussion followed. After discussion a motion was made by Director Welle and seconded by Director Adams to place a \$10,000 cap on President Shoaf's credit card and keep staffs at \$2,500. The motion passed unanimously.

X. Audience Participation- None

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

Respectfully submitted,
Kathy Krum/Recording Secretary