



## City of Coffee City Economic Development Corporation

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NOTICE IS HEREBY GIVEN OF A MEETING OF THE COFFEE CITY ECONOMIC DEVELOPMENT CORPORATION WAS HELD ON JUNE 1ST, 2022, AT 5:30 PM, AT THE CITY OF COFFEE CITY LOCATED AT THE ABOVE ADDRESS. THE ITEMS LISTED BELOW ARE PLACED ON THE AGENDA FOR DISCUSSION AND/OR ACTION. THE FOLLOWING ARE THE MINUTES AS RECORDED FROM THAT MEETING.

### SPECIAL CALLED MEETING MINUTES

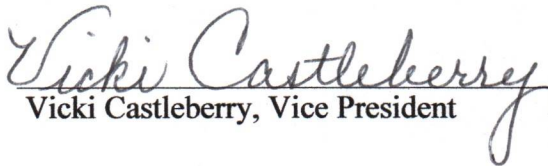
1. Call the Meeting to Order/Announce Recording:  
*Vicki Castleberry, Vice-President called the meeting to order at 5:30 p.m.*
2. Roll Call / Announce if quorum is present:  
*Roll Call was initiated by Jan Daughtery as follows; Jan Daughtery present; Vicki Castleberry present; GeoJan Hunter present; Tom McBride present; Jeff Blackstone absent. The Secretary announced the presence of a quorum.*
3. Consider and Act upon amending the EDC Director nominees to be presented to the Coffee City-City Council for approval and appointment to the EDC Board as follows:  
Jan Daughtery- for 2<sup>nd</sup> 2 year term  
GeoJan Wright-Hunter-for 2<sup>nd</sup> 2 year term  
Karla Hutchinson- for 1<sup>st</sup> 2 year term  
  
*A motion was made by GeoJan Hunter to accept the amendment to the EDC Director nominees as stated above to be presented to the Coffee City-City Council for approval. The motion was seconded by Tom McBride. All were in favor. None opposed. The motion carried.*
4. Consider and Act upon considering seeking contract services for secretarial and bookkeeping services:  
*Discussion was had over seeking outside contract services to be responsible for administrative and bookkeeping responsibilities of the EDC. Further discussion was had regarding the issue of double-dipping in the potential hiring of Mary. Certain assurances and commitments that no work for the EDC would be done while the individual is working regular hours at the City. A motion was made by Tom McBride to make an offer to Mary McDonald for \$15.00 per hour to act as the EDC's administrative assistant in accordance with the outline of each position requiring approximately 20 hours per month. In the event, Mary McDonald is not interested in the position the EDC will seek to hire Frankston*

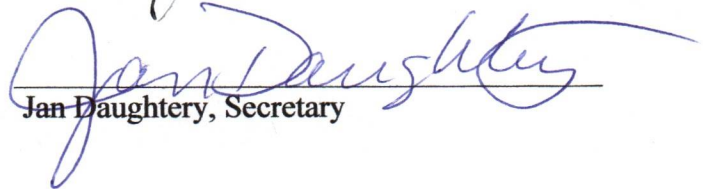
***Bookkeeping services to fulfill the responsibilities of the treasurer position. The motion was seconded by Jan Daughtery. All were in favor. None were opposed. The motion passed.***

5. Adjourn:

Recap of Father's Day event was discussed before adjourning and to add discussion about the calendar of events for the upcoming fiscal year. A motion was made by GeoJan Hunter to adjourn. Jan Daughtery seconded the motion. All were in favor. None were opposed. Motion carried. The meeting was adjourned at 5:54 p.m.

We, certify that these minutes for the Coffee City EDC meeting held on **June 1, 2022, at 5:30 PM** are true and accurate. Approved on 27<sup>th</sup> day of June, 2022

  
Vicki Castleberry, Vice President

  
Jan Daughtery, Secretary