

**Development Authority of Butts County**

**Monthly Board Meeting**

**Minutes**

The Development Authority of Butts County held its monthly meeting on Friday, December 8, 2023 at the Historic Butts County Courthouse, 25 Third Street, Jackson, GA.

Development Authority Members present and comprising a quorum were:

Members	PRESENT	ABSENT	Members	PRESENT	ABSENT
Zach Burden	X		Roger McDaniel	X	
John Fisher	X		Alicia Washington	X	
John Harkness	X		Arthur White	X	
Fred Head	X				

**Staff Present:** Executive Director Bob White; Existing Industry/Workforce Development Coordinator, Melissa Griffin. There were also several attendees from the High Falls Lake residential communities.

**I. Welcome and Approval of the Agenda**

Chairman Harkness called the meeting to order and confirmed that a quorum was present. On a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted unanimously to approve the Agenda.

**II. Approval of the Minutes**

a) November 10, 2023 – Monthly Meeting

On a motion by Mr. Head, seconded by Mr. McDaniel, the Board unanimously approved the Minutes of the November 10, 2023, monthly meeting.

**III. Board Items for Discussion and Action**

a) Financial Reports November 2023

- Checking IDA
- Checking DABC
- MasterCard Credit Card
- Joint Development Authority of Butts & Spalding

**IV. Old Business – There were no items for discussion**

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**V. New Business**

- a) **Copier Proposal:** Executive Director Bob White advised that the Authority does not currently have a copier and relies solely on the use of two inkjet printers for all the Authority printing and copying needs. In researching potential vendors, Mr. White determined that the Butts County Chamber of Commerce utilized Tri-Copy Office Equipment for their copier needs and are very pleased with their service. Subsequently, Mr. White met with a representative from Tri-Copy Office Equipment to discuss the Authority copier needs, and Tri-County prepared a proposal for consideration by the Development Authority Board. Mr. White presented a copier proposal from Tri-Copy Office Equipment which contained several options including outright purchase, as well as 39-, 48- and 60-month lease options. After discussion, it was consensus that an outright purchase would be preferable to a long-term lease, and a motion to purchase the proposed copier with no maintenance agreement was offered by Mr. Fisher, seconded by Mr. Head. The motion was defeated, and Executive Director White was asked to reach back out to Tri-Copy to explore further maintenance agreements and insurance options should the Authority proceed at a later date.
- b) **Georgia Trend Magazine Advertising Opportunities for 2024:** Executive Director White reported that Chamber Director, Ms. Lisa Durden, and he had spoken about the potential for advertising in upcoming issues of *Georgia Trend Magazine* in either the March "South Metro Atlanta" feature or the April Economic Yearbook issue. Subsequently, Ms. Durden advised that the Chamber Board of Directors had determined that the Chamber of Commerce would consider purchasing a ½ page advertisement to be shared with the Development Authority should the Authority elect to do so; however, if the Authority did not wish to partner with the Chamber on an advertisement, then the Chamber would not purchase an ad in either issue. It was the consensus of the Authority Board that - given the cost of the advertisement and the lack of confirmed editorial content on Butts County - that no advertisements should be purchased at this time.

**VI. Staff Reports and Information** – Executive Director Bob White and Existing Industry/Workforce Development Coordinator, Ms. Melissa Griffin, provided an update on ongoing staff activities since the last meeting. Noting that workforce development was an increasingly important issue given the relatively small size of our labor pool and the lack of more Career Technical and Agricultural Education (CTAE) pathways at Jackson High School that were more closely aligned with the needs of our existing industries and prospective industries, Mr. White and Ms. Griffin offered that they would like to provide a more extensive discussion on workforce development issues and strategies at an upcoming meeting in 2024.

**VII. Executive Session:** On a motion by Mr. Fisher, seconded by Mr. McDaniel, the Board voted unanimously to enter into Executive Session to discuss a real estate matter. Upon conclusion of the Executive Session, the Board voted unanimously to return to the meeting with no action to be taken.

**VIII. Adjournment:** On a motion by Mr. Fisher, seconded by Mr. McDaniel, the Board voted unanimously to adjourn.

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The Minutes will be officially approved by the Board on: January 12, 2024

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Executive Director

Chairman