

**TOWN OF BLUFFTON DON RYAN CENTER FOR INNOVATION
BOARD OF DIRECTORS MEETING**

via Zoom Facebook Live

May 14, 2020 Board Meeting

Board Members Present: Matt Green, Chair – Director, Berl Davis, Vice Chair – Director, Michael Mathews, Secretary - Director; Lisa Sulka, Town of Bluffton Mayor – Director; Bernie Traywick, Director; Kevin Ryan, Director; Matthew Raehn, Director; Larry Hughes, Director; Walter Nester, Director

Board Members Absent: Edward Taylor, Director

Ex-Officio Present: Natalie Majorkiewicz, Ex-Officio Non-Voting Member, Treasurer; Larry Toomer, Ex-Officio Non-Voting Member; Ariana Pernice, Ex-Officio Non-Voting Member; Ryan Clark, Ex-Officio Non-Voting Member

Ex-Officio Absent: Mark Polites, Ex-Officio Non-Voting Member; Louise Hodges, Ex-Officio Non-Voting Member

Town Staff Present: Mike Levine, CEO DRCI; David Nelems, DRCI Vice President of Innovation; Lauren Brooks, DRCI Marketing and Operations Assistant

Town Council Present: Lisa Sulka, Town of Bluffton Mayor – Director; Larry Toomer, Ex-Officio Non-Voting Member

Public Present

via Facebook Live: John O’Toole, Beaufort County Economic Development Corporation

I. CALL TO ORDER

Green called the meeting to order at 5:36 p.m.

II. Notice regarding posting of meeting per South Carolina Freedom of Information Act (FOIA)

III. ROLL CALL

Brooks took roll call and confirmed that a quorum was present.

IV. ADOPTION OF THE AGENDA

Mathews made a motion to approve the Town of Bluffton Don Ryan Center for Innovation (DRCI) Board of Directors Meeting Agenda as presented. Mayor Sulka seconded the motion. All were in favor and the motion passed unanimously.

V. APPROVAL OF MINUTES – January 9, 2020

Green asked if there were any changes to be made to January 9, 2020 minutes. Green made a motion to approve the January 9, 2020 minutes. Mayor Sulka seconded the motion. All were in favor and the January 9, 2020 minutes were approved.

VI. PUBLIC COMMENTS via FACEBOOK LIVE

Every member of the public who is recognized to speak shall address the Chairman and in speaking, avoid disrespect to the Board, Town Staff, and other members of the meeting. State your name and address when speaking for the record. **COMMENTS ARE LIMITED TO THREE (3) MINUTES.**

There were no Public Comments via Facebook Live.

VII. BOARD MEMBER COMMENTS

Mayor Sulka congratulated Reahn on the birth of his new baby.

VIII. ACTIONS ARISING FROM EXECUTIVE SESSION

VOTE ON NEW OFFICERS FOR FY2021

Mathews made a motion that the following board members will service in the following board officer positions for FY2021:

- Berl Davis – Chairman
- Matt Green – Vice Chairman
- Michael Mathews – Secretary

Mayor Sulka seconded the motion. All were in favor and the motion passed.

Mathews made a motion to recommend to the Town Council to reappoint DRCI Board members Kevin Ryan, Walter Nester and Edward Taylor whose terms expire June 30, 2020. Davis seconded the motion. All were in favor and the motion passed.

VOTE ON TWO EX-OFFICIO CANDIDATES

Mathews made a motion to nominate John O’Toole to be appointed as an Ex-Officio DRCI Board Member effective June 1, 2020. Davis seconded the motion. All were in favor and the motion passed.

Mathews made a motion to nominate Rod Casavant to be appointed as an Ex-Officio DRCI Board Member effective June 1, 2020. Mayor Sulka seconded the motion. All were in favor and the motion passed.

Nelems stated that O’Toole, via Facebook Live, thanked the Board for the election and is look forward to being a part of the DRCI Board.

IX. NEW BUSINESS

BYLAWS MEETING DATES AMENDMENT

Levine explained that amendment to by-laws is for the new DRCI Board Meeting schedule. Mathews expressed that DRCI Board needs to approve amendment, then it needs to go to Town Council for formal approval. Hughes made a motion that the DRCI board approve the changes recommended for Section 4.10 of the DRCI By Laws regarding the scheduling of general board meeting and to forward this change to the Bluffton Town Council for their approval. Nester seconded the motion. All were in favor and the motion passed.

BOARD MEETING DATES REVISION

Mayor Sulka made a motion for the DRCI Board to approve the revised Board Meeting schedule as reviewed with a revision date of February 17, 2020. Nester seconded the motion. All were in favor and the motion passed.

BOARD MEMBER TERM EXPIRATIONS

Levine explained the DRCI Board committee term expirations. Mathews stated that the terms will be addressed at the June 25, 2020 DRCI Board meeting.

BOARD SUB-COMMITTEES

Levine introduced 4 subcommittees:

Entrepreneurism – Green, Chair

Business Attraction, Expansion and Retention – Davis, Chair

Marketing – Hughes, Chair

Financial Planning & Development – Mathews, Chair

Green asked if there was thought of meeting frequency for these subcommittees?

Levine stated that this would be determined after new Board Chair was in place.

X. TREASURER'S REPORT

Majorkiewicz stated report is through end of March 2020. DRCI was anticipating funds from revenue of fundraisers and HUB opening, but this has not happened due to COVID-19. Levine stated that highlight is the 94% membership through Q3 regardless of DRCI employee transitions and more.

Mayor Sulka asked how we are promoting the free membership "Back to Business" program. Levine stated that we are working, via the RFP, with SmartMarketing on an aggressive marketing campaign, to include mailers to the 3,400 licensed businesses.

Traywick asked how we are prioritizing the industries that receive the mailer.

Levine stated that the marketing sub-committee will address.

REVIEW OF DRAFT 990 TAX RETURNS

Majorkiewicz notified Board of changes and review needed on Page 4, Page 7 and Schedule O of the documents.