



## Executive Committee Meeting Minutes Wednesday, October 17, 2018 @ 8:30 am

**Executive Committee Members Present:** (Chairman) Fred Pezeshkan, (Vice-Chairman) Richard Grant, Jean-Pierre Garnier

**Not Present:**

Sean Callahan - Executive Manager of Corporate Business Operation  
Jace Kentner – Director, Business & Economic Development Division

**Others Present:**

Jennifer Pellechio – Chief Operating Officer  
Fred Krieger – Volunteer CPA

Quorum Present? Yes

### 1. CALL TO ORDER

The meeting was called to order at 8:30 a.m.

### 2. APPROVAL OF MINUTES – September 19, 2018, EII Executive Committee minutes

**A motion was made by Mr. Garnier and seconded by Mr. Grant to approve the minutes. The motion passed unanimously.**

### 3. EXECUTIVE DIRECTOR (County) & COO REPORT

#### a. EII Status Report

Ms. Pellechio explained the current status of Naples and Immokalee. In Naples there are forty-two (42) active participants for October. In Immokalee there are nineteen (19) active participants for October. All deliverables submitted from EII to the County by the October 15th due date. The audit firm Tuscan will begin the week of October 29th. The newsletter highlighted the mentor program with the Board Members.

#### 4. EXECUTIVE SESSION

Jennifer Pellechio was asked to excuse herself from the meeting so that the board could discuss matters privately. In that discussion the board determined that since May 1, 2018, Ms. Pellechio has taken on significant additional responsibilities for the oversight, operation, guidance and management of EII and both incubators and Woodstock, on top of the responsibilities that she had previously had. She has received the active support and guidance from members of the County Manager's staff. The committee determined to recommend she be given the title president and be considered for a future increase in compensation.

#### 5. OLD BUSINESS

##### a. Clerk/County Reimbursement status

Ms. Pellechio explained the Clerk/County owes an estimate of \$65K for FY18 and \$17K for FY19. FY19 payroll reimbursement request needs to be submitted by EII.

Discussion ensued regarding reimbursement status and upcoming contract.

#### 5. NEW BUSINESS

##### a. Office Rentals – Participants – Action Item

Ms. Pellechio explained that a participant has requested a multiple office rental rate.

Discussion ensued.

**A motion was made by Mr. Grant and seconded by Mr. Pezeskhan to permit multiple office rentals by a single participant (but no discount) if a long term one-year lease is executed. The motion passed unanimously.**

##### b. Credit Line Renewal – Action Item

Ms. Pellechio reported that the \$50,000 credit line will mature November 4, 2018. She requested authorization to move forward on renewal.

Discussion ensued.

**A motion was made by Mr. Garnier and seconded by Mr. Grant to recommend approval to the board of the application for a \$50,000 credit line. Including the secretary's certificate and all compliance with requirements. The motion passed unanimously.**

**c. Annual Certification of Compliance with Conflict of Interest Policy – Action Item**

Ms. Pellechio explained that the Board of Directors will need to execute the Annual Certification.

**A motion was made by Mr. Garnier and seconded by Mr. Grant to recommend approval of the Annual Certification. The motion passed unanimously.**

**d. Policy on Donor Directed gifts and transactions with Board members or their organization – Action Item**

Mr. Grant explained that EII needs a clear policy regarding donor directed gifts and transactions involving a board member or an entity owned or controlled by a board member ....

Discussion ensued.

**A motion was made by Mr. Grant and seconded by Mr. Pezeskhan that a standing policy be adopted concerning transactions between EII and an EII board member, or any entity in which a board member was an officer, director, employee or owner to require approval by the entire executive committee and that if any executive committee member were involved, then the entire EII board were to approve. Furthermore, no gifts or contributions from anyone which contain restrictions or directions on use may be accepted without executive committee approval. This motion passed unanimously. n**

**e. Business Plan**

Ms. Pellechio explained that on October 25<sup>th</sup> @ 3:30 the planning committee will meet to start working on the plan.

Discussion ensued.

## **f. Fundraising Plan**

Ms. Pellechio explained that immediately following the Board of Directors meeting a Fundraising/Marketing meeting is scheduled.

## **6. COMMITTEE REPORTS**

- a. Budget & Finance Committee - Mr. Fred Krieger
  - Financial Results for September 2018 - **Action Item**

Mr. Krieger explained the September Financials. Due to all reporting due by October 15<sup>th</sup>, the approvals were completed over email.

**A motion was made by Mr. Pezeshkan and seconded by Mr. Grant to ratify the approval the September Financials. The motion passed unanimously.**

## **7. BOARD MEMBERS COMMENTS**

Mr. Pezeshkan recommended Dudley Goodlette be reappointed to the Executive Committee.

**A motion was made by Mr. Grant and seconded by Mr. Garnier to recommend Dudley Goodlette be appointed to the Executive Committee. The motion passed unanimously.**

## **8. ADJOURN**

The meeting was adjourned at 9:50 am.

Next meeting scheduled for November 14, 2018 @ 8:30 am.

*Minutes reviewed and approved by Secretary Richard Grant.*