Regular Board Meeting Agenda
OTC Board Room
12:00

Monthly Board Meeting Consent Agenda

November 17, 2025 | 12:00 | OTC Board Room

The following items are proposed to be approved as part of the Consent Agenda. These items are considered routine and non-controversial. Board members may request any item be removed from the consent agenda for separate discussion or vote before proposal of approval of consent agenda items. *If a board member would like to remove an item for discussion they can do so by either email communication before the meeting or requesting the item be removed from the consent prior to approval*.

Consent Agenda Items:

1. **Approval of Agenda** – Monthly Meeting Agenda 11/17/2025
2. **Approval of Previous Meeting Minutes** – October Minutes
3. **Executive Director's Report** – Written report submitted by Kester
4. **Treasurer's Report / Financials** – October financials submitted by Treasurer
5. **Committee Reports (Submitted in Writing):**
    - Design & Organization Committee Report- none
    - Promotions &Economic Vitality Committee Report- none
    - Finance Committee- none
6. **Correspondence** – Consent agenda from Small Business Coordinator- Terri McClung
7. **Grant Updates or Approvals** –
    - Kester met with Mary from the Alleghany Foundation and they are working on a plan for the $20,000- he was completely transparent with her with the board's concerns about how we would spend that amount creating a plan.
    - Application was submitted to Peoples Bank for the forth quarter grant application process to request money to add an ADA compliant walkway at Hotel Collins
    - Application was submitted for summer intern
8. **Membership or Volunteer Updates** – Attached is two Biographies for potential board member seats to be filled. Patsy Snead and Gary Whitmer. Volunteers needed for 12/6 and 12/31 **(Vote not included in consent agenda)**
9. **Upcoming Events** – December 6th and December 31
10. **Routine Policy Reviews / Renewals** (if needed)

Action Required: Motion to approve all items on the consent agenda as presented.

Motioned by: _____ Second by: _____

All In Favor? Yes or no If No:_____

Items pulled for further discussion: _____

_____

Partner/ Ex-offico Updates:

- Small Business Coordinator
- Parks and Rec
- Chamber
- AHEDC
- 4-H Extension/Farmers Market
- Mayor

Items to be discussed outside of the Consent Agenda:

Vote for Gary Whitmer board seat 7- Term 7/1/2025- 6/30/2027

Vote for Patsy Snead board seat 8- Term 7/1/2025- 6/30/2025

Additional Concerns/Topics:

- The first quarterly taxes have been paid for the full time staff and part time staff- we need to be mindful of how much that is costing- Fed was $4,095.48 (Kester has additional taxes taken out of his check so $2,250 of that was reserved from pay. This amount requires us to pay monthly instead of quarterly. We are working with Stuart to get this process started. Virginia state quarterly taxes was $701
- ABC Servers & Sellers class was a good success- they shared valuable information about IDs, showed fake and real ones, shared places of concern for events- they will show up to events to observe and make sure we are compliant with state laws. Each attendee received a certificate

Motion to adjourn by : _____ Second by: _____

All in Favor? Yes or No **If no: _____**