



Executive Committee Agenda, Friday, June 21, 2024 – 8:30 – 10:00 am
Board of Directors Agenda, Wednesday, June 26, 2024, 2024 – 8:30 – 10:00 am
Children’s Services Council of Martin County, 101 SE Central Pkwy, Stuart, FL 34994

1. 8:30 am **Call to Order and Roll Call** – Susan Rabinowitz, President
2. 8:35 am **Comments**
 - a. Partners
 - b. Public
 - c. Investor Presentation
3. 8:40 am **Approvals**
 - a. Minutes
 1. Executive Committee May 17, 2024
 2. Board of Directors May 22, 2024
 - b. Financial Reports
 - c. Agenda Flow Policy
4. 9:00 am **Discussions**
 - a. Executive Director Recruiting – Monthly Update
 - b. Draft Attendance Policy
 - c. 2024 Annual Awards Event
 - d. Investor Structure
 - e. Website update
5. 9:30am **Reports | Presentations**
 - a. CareerSource Employment Report
 - b. Business Attraction / Expansion update
6. 9:45 am **Director Comments**
7. 10:00 am **Adjourn**

Upcoming Meetings | Events

Executive Director Search Committee, June 25, 2024 - 4:00 pm

Martin County Growth Management Conference Room
2401 SE Monterey Road, Stuart, FL 34996

Executive Director Search Committee, July 9, 2024 - 3:00 pm

Martin County Growth Management Conference Room
2401 SE Monterey Road, Stuart, FL 34996

Proposed - Board of Directors Agenda, Wednesday, July 24, 2024, 2024 – 8:30 – 10:00 am

Children’s Services Council of Martin County, 101 SE Central Pkwy, Stuart, FL 34994

Executive Committee, Friday, August 23, 2024 – 8:30 – 10:00 am

Children’s Services Council of Martin County, 101 SE Central Pkwy, Stuart, FL 34994

Board of Directors, Wednesday, August 28, 2024 – 8:30 – 10:00 am

Children’s Services Council of Martin County, 101 SE Central Pkwy, Stuart, FL 34994

A Stronger Economy is Everyone’s Business.

1002 SE Monterey Commons Blvd., Suite 207 | Stuart, FL 34996 | 772.221.1380 |

EXECUTIVE COMMITTEE MEETING MINUTES

Friday, May 17, 2024

Children Services Council of Martin County, 101 SE Central Pkwy, Stuart, FL 34994

Present: Susan Rabinowitz, Commissioner Troy McDonald, Dan Romence, David Rosendahl
Eric Kiehn, Ed Weinberg, George Stokus

Staff: Dan Hudson, Ike Crumpler, Inez van Ravenzwaaij, Janine Khan, Ken Norman

1. Call to Order & Welcome: The meeting was called to order at 8:30 am by Susan Rabinowitz, President of the Board. A quorum was established by roll call.

2. Public | Partner Comments: None

3. Approvals: None

4. Discussions:

- **Budget Calendar**
 - Annual calendar should be memorialized.
 - Pulse Program needs to be added to the calendar.
- **Proposed Annual Business Plan Policy Issues**
 - **Fiscal Accountability**
 - Intention to set up a formal fund structure.
 - **Cost Reductions**
 - Consider a zero-based budget.
 - Convert office line to a cell phone.
 - Eliminate Zoom subscription.
 - **Partner Funding**
 - Requires additional funding from government partners.
 - Proposed \$15,000 from Martin
 - Proposed \$5,000 each from Stuart and Indiantown
 - Expand private sector funding.
 - **Compensation**
 - Cost of living adjustment for all employees of approximately three and one-half percent (3.5%), effective October 1, 2024, or an anniversary date adjustment on an individual basis.
 - **Vacancies (BDB)**
 - **Executive Director**
 - Per Search Committee – Salary may be on the lower end, with some flexibility for the right candidate.
 - Executive Director
 - Allow new Director to select new Business Development Exec.
 - Participate in all business-oriented events.
 - Attend strategic planning session.

- **Business Development Executive**
 - Vacancy creates critical area of operations re: inquiries outside of Martin County
 - Hire consultants until New Executive Director starts?
 - Must get all contact and login information from employee prior to leaving.
 - Projects being worked on will need to be assessed and prioritized.
 - 2-page task list was provided to Interim Director
 - All relationships (contacts) and conversations regarding companies and government entities must be provided to Interim Director
 - Any recommendations for replacement?
 - Assign Board Member to work with staff.

- **Proposed Budget for Fiscal Year 2024-2025**
 - Conventional fund structure which will align the sources of income with the uses of income.
 - Budget – What can be cut to be fiscally responsible.
 - Must detail out exactly what money is being used for
 - Program Services
 - Events
 - Special Projects Fund – Money determined to be over and above reserve already recognized as income, but preferably as a cushion not income.
 - Need to raise amount already allocated.
 - Looking for additional sponsors
 - Details of how cash is to be allocated.
 - Payroll
 - Breakout Box suggested – Expectation of funds coming in be under payroll.
 - Time keeping – Currently excel spreadsheet.
 - Assign hours to special projects (ex. PULSE), not just payroll.
 - Need to look into Billing software.
 - Allocate time to each project.
 - Should be clean and be able to explain if anyone has questions.

5. Reports | Presentations: None

6. Director Remarks | General Comments:

- BDB has the ability to operate out of two funds.
 - Bring in sponsors.
 - Can move income to private fund and allocate.
- Annual Report
 - Currently being streamlined / finalized
- Annual Awards Banquet
 - Under Contract for venue
 - Need sponsorships.

7. Adjournment: There being no further business, the meeting was adjourned at 9:30 am.



Board of Directors Meeting Summary

Wednesday, May 22, 2024

Indian River State College – Chastain Campus – 2400 SE Salerno Rd, Stuart, FL 34997

Present: Susan Rabinowitz, Commissioner Troy McDonald, Dan Romence, David Rosendahl, Lauren Abbott, Councilman Carmine DiPaolo, Patrick Gleason, Eric Kiehn, Ron Rose, Michael Schemel, Tyson Waters, Ed Weinberg

Absent: Marshall Critchfield, Reed Hartman, David Snyder

Liaison: Commissioner Harold Jenkins

Staff: Dan Hudson, Inez van Ravenzwaaij, Janine Khan, Kevin Farrell
Absent: Ken Norman (Counsel), Ike Crumpler

1. **Call to Order and Welcome:** Susan Rabinowitz, President of the Board, called the meeting to order at 8:34am, following Board roll call. It was determined an in-person quorum was established.
2. **Comments**
 - a. **Public Comments:** None.
 - b. **Partner Comments:** None.

Welcome New BDB Investor: Mike England of Express Employment Professionals was welcomed as a new Economic Champion Council level investor. He gave his perspective on moving to and residing in Martin County and provided a brief company overview. He currently has two offices, one in Martin County and the other in St. Lucie County.

Briefing: CareerSource Research Coast, Employment Report for April 2024: Mary Murphy, Business Navigator, briefed the BDB Board on employment covering Martin, St. Lucie and Indian River Counties. Highlights from the April 2024 Report include:

- Unemployment rate in the Research Coast region was 3.6%.
- State unemployment rate was 3.2%
- Martin County unemployment rate was 3.2%.

- Non agricultural employment increased to 1.4%, in the Research Coast metro areas with Education and Health Services gaining the most jobs.

3. Approvals

- a. **Minutes:** Executive Committee recommends approval of the minutes.
 - 1. **Executive Committee April 19, 2024**
 - 2. **Board of Directors April 24, 2024**
 - 3. **Search Committee April 16, 2024**
 - 4. **Search Committee May 6, 2024**
 - a. Lauren Abbott moved for approval of the meeting minutes as presented. Second by David Rosendahl. Approved 12-0.

- b. **Financial Reports:** Executive Committee recommends approval to receive the reports.
 - 1. Commissioner Troy McDonald moved to accept the approval to receive the financial reports as presented. Seconded by Eric Kiehn. Approved 12-0.

- c. **Bylaws Amendment:** Executive Committee recommends approval of the Bylaws Amendment.
 - 1. Commissioner Troy McDonald moved to accept the approval of the Bylaws Amendment as presented. Seconded by Tyson Waters. Super Majority Vote – Unanimous.

- d. **Budget and Business Plan for FY25:** Executive Committee recommends approval of the Budget & Business Plan.
 - 1. Request additional funding from government partners.
 - 2. **Budget by Fund:** Establish three funds: Governmental Fund, Private Fund and Special Project Fund (Martin County approved list of projects).
 - 3. **Sponsorship** – Money will go into Private Fund then transfer to Special Projects Fund.
 - 4. **Staff Hours** – Keep track of hours and chart it specific to duty or event.
 - a. **Cost Reductions:** Eliminate less useful software, subscriptions, monthly postage service, and others (such as landline phone system).
 - b. **Compensation:** Management recommends a cost-of-living adjustment of 3.5% for BDB employees effective October 1, 2024.

5. Councilman Carmine DiPaolo moved to accept the approval of the Budget & Business Plan as presented. Seconded by Eric Kiehn. Approved 12-0.
6. Commissioner Troy McDonald moved to accept the approval to receive the financial reports as presented. Seconded by Eric Kiehn. Approved 12-0.

e. Lease Renewal – Monterey Commons: Executive Committee recommends approval of the lease renewal.

1. Lease currently expires July 31, 2024.
2. Price escalation and an increase in rentable space (per new Management Company) resulted in an increase in square footage, which resulted in a rent increase.
 - a. Commissioner Troy McDonald moved to accept the approval of the lease renewal as presented. Seconded by David Rosendahl. Approved 12-0.

4. Discussions

a. Executive Director Recruiting – Update

1. Job Announcement was placed on May 15, 2024, and will be taken down on June 15, 2024.
2. The announcement is listed on the BDB website, County website, Facebook and Indeed.

b. Staff Transition

1. **Executive Committee discussion:** Dan Hudson gave a general update on staffing and transition with special emphasis on workload (current projects) considering the departure of the Business Development Executive.
 1. Recommends holding off filling the Business Development Executive position until the new Executive Director is hired.
 2. Met with a consultant, Kevin Crowder, from Business Flare for interim arrangements.
 - a. Specializes in economic development practice.
 1. Business attraction and expansion services will be provided, which can be renewed as desired by the BDB.
 2. Additional Services at the request of the BDB are available.
 - b. Establish a Board liaison for each project to show leadership, provide support and guidance.
 1. The Vision and Mission of the BDB should be known to all Board members.

3. Eric Kiehn moved to accept the approval of the contract with Business Flare as presented. Seconded by Commissioner Troy McDonald. Approved 12-0.

c. Board Attendance

1. The goal of becoming an Executive Committee member or sit on the Board of Directors is to show up, be active and participate.
 - a. Bylaw – What is stated in the Bylaws if a member is absent from consecutive meetings?
 1. Do the Bylaws need to be changed?
 - a. Would need to confer with Counsel.
2. For members with their terms about to expire, what is their intent to serve when term is over? Is there an interest in a leadership role?

5. Reports | Presentations (Inez van Ravenzwaaij)

a. Investor Report: Monthly Update

1. The investor contributions report was revised without the amounts contributed.

b. Annual Report Draft

1. Stress the importance and value of the organization.
2. More streamlined and not in booklet format

c. Manufacturing Roundtable Report

1. Exclusive to Martin County - group of manufacturers
 1. Pulse Visits
 - a. Tour Facility
 - b. Learn their concerns and what's working for them.
 - c. One month – visit, then the following month is for follow-up.
 2. Pulse Report – Monthly
 3. Support of Veterans in MC

d. Website

e. Growth Squad provided updated information and are actively working on the website.

1. The updated website is user friendly, with the approach being aimed towards businesses considering moving to Martin County, local businesses, community partners and stakeholders.
 - A meeting event calendar with community events to be added.
 - The new website (or what has been completed thus far) will be unveiled at the June Board of Directors meeting and the intent is to go live in July.
2. Support of Veterans in MC

3. **David Koh** - Event is June 3, 2024, reminder to register with code provided.

6. **Director Comments:** Final draft of annual report will be completed highlighting important economic points.

7. **Adjourn: 9:28am**



To: President & Members of the Board of Directors
From: Dan Hudson, Interim Executive Director
Subject: Fiscal Reports
Date: Executive Committee Meeting – June 21, 2024
Board of Directors Meeting – June 26, 2024

SUMMARY: This item provides the monthly financial reports.

RECOMMENDATIONS:

- 1. Motion to receive the reports.**

Discussion

1. Balance Sheet. Bank accounts are reconciled.
2. Budget v Actual. Please note the following comments:
 - a. The Special Project Fund has been set up and is currently being tracked for fiscal transactions; however, staff proposes to work with it for a couple of months before reporting begins. Therefore, it is not included in this report.
 - b. The second quarter Martin Contract income was received in May and is currently up to date.
 - c. Outside Services. Outside services is tracking high due to staff turnover and corresponding use of contractual relationships.
 - d. Payroll budget is below estimate, due to staff turnover.
3. Statement of Activities Prior Month. As noted above County income was received in May.
4. Statement of Activities Quarterly. No comments.

[Reports follow]

Business Development Board of Martin County

Balance Sheet

As of May 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BDB CHECKING ACCOUNT *0501 (0501)	188,160
SEACOAST BUSINESS MONEY MARKET *8461 (8461)	163,002
Total Bank Accounts	\$351,163
Total Current Assets	\$351,163
Fixed Assets	
Accumulated Depreciation	(25,731)
Equipment	16,055
Furniture & Fixtures	9,675
Total Fixed Assets	\$0
TOTAL ASSETS	\$351,163
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	4,640
Total Other Current Liabilities	\$4,640
Total Current Liabilities	\$4,640
Total Liabilities	\$4,640
Equity	
Contract Reserve	181,150
Net Assets	167,014
Net Income	(1,642)
Total Equity	\$346,522
TOTAL LIABILITIES AND EQUITY	\$351,163

Business Development Board of Martin County

Budget vs. Actuals

October 2023 - May 2024

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
County Income	337,500	300,000	37,500	113.00 %
Event - Sponsorship Income	31,552	45,000	(13,448)	70.00 %
In-Kind Income	5,535	16,000	(10,465)	35.00 %
Interest Earned	2,095	67	2,028	3,144.00 %
Investor Income	51,500	116,667	(65,167)	44.00 %
Program Fees		5,333	(5,333)	
Total Income	\$428,182	\$483,067	\$ (54,884)	89.00 %
GROSS PROFIT	\$428,182	\$483,067	\$ (54,884)	89.00 %
Expenses				
Bank Charges & Fees	434	667	(233)	65.00 %
Business Development Marketing	10,029	26,667	(16,637)	38.00 %
Computer Equipment - Software	1,066	2,667	(1,601)	40.00 %
Contingency		667	(667)	
Economic Development Services-Programs	7,402	6,667	735	111.00 %
Events/Forums	9,371	33,333	(23,962)	28.00 %
2023 Business Awards Luncheon	36,520		36,520	
Total Events/Forums	45,891	33,333	12,558	138.00 %
In-Kind Services		16,000	(16,000)	
Insurance	3,482	3,333	149	104.00 %
Legal & Professional Services	5,535		5,535	
Memberships	3,406	6,667	(3,261)	51.00 %
Occupancy	19,687	20,000	(313)	98.00 %
Office Supplies & Software	386		386	
Office/General Expenses	6,713	6,667	46	101.00 %
Outside Services	99,358	87,000	12,358	114.00 %
Payroll Expenses				
Employee Benefits	22,568		22,568	
Payroll Taxes	17,615		17,615	
Payroll Wages	169,398	247,333	(77,936)	68.00 %
Total Payroll Expenses	209,580	247,333	(37,753)	85.00 %
Postage and Postal Services	471	667	(196)	71.00 %
Printing & Binding		3,333	(3,333)	
Professional Development-Training	1,422	5,333	(3,911)	27.00 %
Subscriptions	6,785	7,333	(548)	93.00 %
Technology Communications	7,891	4,400	3,491	179.00 %
Travel & Entertainment	286	4,333	(4,047)	7.00 %
Total Expenses	\$429,824	\$483,067	\$ (53,243)	89.00 %
NET OPERATING INCOME	\$ (1,642)	\$0	\$ (1,642)	0%
NET INCOME	\$ (1,642)	\$0	\$ (1,642)	0%

Business Development Board of Martin County

Statement of Activities [fka P&L]

May 2024

	MAY 2024	TOTAL
Income		
County Income	112,500	\$112,500
Interest Earned	611	\$611
Investor Income	2,500	\$2,500
Total Income	\$115,611	\$115,611
GROSS PROFIT	\$115,611	\$115,611
Expenses		
Bank Charges & Fees	64	\$64
Business Development Marketing	2,698	\$2,698
Computer Equipment - Software	138	\$138
Economic Development Services-Programs	1,875	\$1,875
Events/Forums	1,683	\$1,683
Memberships	979	\$979
Occupancy	4,224	\$4,224
Office Supplies & Software	200	\$200
Office/General Expenses	1,075	\$1,075
Outside Services	14,762	\$14,762
Payroll Expenses		\$0
Employee Benefits	1,748	\$1,748
Payroll Taxes	939	\$939
Payroll Wages	14,372	\$14,372
Total Payroll Expenses	17,059	\$17,059
Postage and Postal Services	21	\$21
Subscriptions	635	\$635
Technology Communications	1,079	\$1,079
Total Expenses	\$46,492	\$46,492
NET OPERATING INCOME	\$69,119	\$69,119
NET INCOME	\$69,119	\$69,119

Business Development Board of Martin County

Quarterly Statement of Activities

October 2023 - May 2024

	OCT - DEC, 2023	JAN - MAR, 2024	APR - MAY, 2024	TOTAL
Income				
County Income	112,500		225,000	\$337,500
Event - Sponsorship Income	20,958	10,594		\$31,552
In-Kind Income	4,725	810		\$5,535
Interest Earned	38	1,075	982	\$2,095
Investor Income	14,750	11,000	25,750	\$51,500
Total Income	\$152,972	\$23,479	\$251,732	\$428,182
GROSS PROFIT	\$152,972	\$23,479	\$251,732	\$428,182
Expenses				
Bank Charges & Fees	167	150	117	\$434
Business Development Marketing	2,719	4,067	3,244	\$10,029
Computer Equipment - Software	376	414	276	\$1,066
Economic Development Services-Programs		5,952	1,450	\$7,402
Events/Forums	1,245	5,328	2,799	\$9,371
2023 Business Awards Luncheon	35,946	574		\$36,520
Total Events/Forums	37,191	5,901	2,799	\$45,891
Insurance	430	3,052		\$3,482
Legal & Professional Services	4,725	810		\$5,535
Memberships	1,482	845	1,079	\$3,406
Occupancy	5,606	9,334	4,746	\$19,687
Office Supplies & Software		186	200	\$386
Office/General Expenses	2,217	3,030	1,465	\$6,713
Outside Services	14,479	42,095	42,784	\$99,358
Payroll Expenses				\$0
Employee Benefits	13,347	5,805	3,416	\$22,568
Payroll Taxes	10,027	5,156	2,432	\$17,615
Payroll Wages	79,202	58,133	32,063	\$169,398
Total Payroll Expenses	102,577	69,094	37,910	\$209,580
Postage and Postal Services	235	95	141	\$471
Professional Development-Training	887		535	\$1,422
Subscriptions	2,183	2,706	1,896	\$6,785
Technology Communications	2,445	4,103	1,343	\$7,891
Travel & Entertainment		286		\$286
Total Expenses	\$177,719	\$152,120	\$99,985	\$429,824
NET OPERATING INCOME	\$ (24,747)	\$ (128,641)	\$151,747	\$ (1,642)
NET INCOME	\$ (24,747)	\$ (128,641)	\$151,747	\$ (1,642)



To: President & Members of the Board of Directors
From: Dan Hudson, Interim Executive Director
Subject: Agenda Flow Policy
Date: Executive Committee Meeting – June 21, 2024
Board of Directors Meeting – June 26, 2024

SUMMARY: The procedures for preparing and distributing the monthly meeting agenda packet (“Agenda Flow”) were modified and reported to the Board of Directors (BOD) in February. The modified Agenda Flow has been followed since that time. This item seeks to institutionalize the procedure by establishing it as policy.

RECOMMENDATION: Motion to approve the proposed Agenda Flow Policy.

The Proposed Agenda Flow Policy is designed to establish regularity and predictability to matters coming before the Board of Directors. There may be time sensitive matters from time to time which require an exception to the timelines established in the policy, so this policy should be viewed as a goal. Highlights include:

- Executive Committee and Board of Directors are published as a unified agenda packet.
- Executive Committee receives the full Board agenda on the Tuesday before the Friday committee meeting.
- Board of Directors receives the full agenda at the same time as Executive Committee.
- Executive Committee meets Friday before the Wednesday Board Meeting
- Executive Committee recommendations will be distributed to the Board by the Monday before the Wednesday Board Meeting.

Your cooperation is appreciated.



AGENDA FLOW POLICY

The goal is to distribute the agenda packet to voting members well in advance of the Board meeting. The Board of Directors (BOD) of the Business Development Board of Martin County (BDB) meets in regular session on the 4th Wednesday of the month, and the Executive Committee (EC) meets in regular session on the Friday prior to the BOD meeting¹.

The basic concept is to produce a single agenda packet for both the Executive Committee and the Board of Directors. Following the Executive Committee review, staff publishes an addendum with any comments, suggestions, corrections or recommendations which may come from the Executive Committee.

Timeline [Goal]	Responsibility	Action
20 th of every month	Staff Gelinias Group	Financial reports due
13 Days before BOD meeting	Staff Consultants	Draft agenda items due to Executive Director
8 Days before BOD meeting [normally Tuesday]	Staff	Publish agenda packet to all parties
5 Days before Board [normally Friday]	Staff Consultants Executive Committee	Executive Committee Meeting
2 Days before Board [normally a Tuesday]	Staff	Publish addendum ² with specific comments or recommendations from Executive Committee
2 Days before Board	Staff	Finalize the presentation slides
4 th Wednesday	Staff Consultants Attorney Board Members	Board Meeting

¹ This policy pertains to regular scheduled meetings. Special meetings will be handled on a case by case basis.

² The ADDENDUM takes the form of an annotated agenda, with Executive Committee comments and recommendations. In the event a report needs modification or further work, that may take longer to produce, and will be so noted on the ADDENDUM.

March – SAMPLE AGENDA FLOW

2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
				1	2/3
4	5	6	7	8	9/10
11	12	13	14 DRAFT AGENDA ITEMS DUE	15	16/17
18	19 AGENDA PUBLISHED TO ALL PARTIES	20	21	22 EXECUTIVE COMMITTEE MEETING	23/24
25 AGENDA ADDENDUM PUBLISHED	26	27 BOARD MEETING	28	29	30/31



To: President & Members, Executive Committee, Board of Directors
From: Dan Hudson, Interim Executive Director
Subject: Executive Director Search update
Date: Executive Committee Meeting – June 21, 2024
Board of Directors Meeting – June 26, 2024

SUMMARY: This is a placeholder to provide a monthly update on activities related to the Executive Director search.

RECOMMENDATION. Motion to approve additional public meetings for July 24th, August 1st, and 2nd.

Discussion

The BDB has received over eighty resumes as of June 10th. The application period closes June 15, 2024. This writer is conducting a preliminary review of the resumes, with about one-fourth of those received being reasonably qualified. The Search Committee is meeting the afternoon of June 25, 2024 to distribute the resumes and discuss the review process.

The timeline remains largely the same, with interviews, job offer, and acceptance anticipated to occur in August, with a mid-September start date.

However, there is a concern to accelerate the selection process, in order to not lose a well-qualified candidate to another job offer elsewhere. For this reason, a slightly accelerated schedule for this phase of the process is attached for consideration. Three additional meetings are proposed:

- July 24, 2024, morning, 830am, location TBD. This will be a limited content regular meeting during which the candidate interview list will be presented, along with a few other items.
- August 1, 2024, evening, time TBD, location TBD. Informal meet & greet for all candidates, Board members, Committee members, staff, and guests.
- August 2, 2024, daytime, 6-7 hours, location TBD. Formal interviews with each candidate.

The additional August meetings will be needed regardless of the timing. The principal difference is this schedule has them occurring at the beginning of August, rather than mid-August. They may be rescheduled to a later date if the Board chooses.

**Executive Director Search
Suggested Timeline as of June 11, 2024**

Review Phase

June Review applications

15th	Application period closes	
19th	Preliminary screening	Interim Executive Director
25th	Distribute resumes for review	Staff / Search Committee
	Discuss next steps	

July Compile interview list

9th	Select applicants to interview	Staff / Search Committee
nlt 12th	Notify candidates of interview schedule	Staff
nlt 19th	Background checks completed	Service agency
24th	Formally submit interview list to BOD	Committee / Board

Aug Interviews

1st	Informal meet and greet	Committee / Board / Candidates / Staff / & Guests
2nd	Formal interviews	Board
2nd	Select Candidate / Job offer	Board
9th	Finalize terms	Candidate / Executive Committee

Sep

est 16th	New Executive Director begins	
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To: President & Members of the Board of Directors
From: Dan Hudson, Interim Executive Director
Subject: Attendance Policy
Date: Executive Committee Meeting – June 21, 2024
Board of Directors Meeting – June 26, 2024

SUMMARY: The Business Development Board (BDB) Bylaws provide authority for the Board of Directors (BOD) to establish attendance requirements. This agenda item provides a draft policy to address attendance.

RECOMMENDATION: *For discussion and direction*

The Board of Directors (BOD) discussed member attendance during its May 22, 2024 meeting. It was noted that the Business Development Board Bylaws provide authority for the BOD to establish attendance requirements. The BOD gave staff direction to draft an attendance policy.

Please review and comment on the attached draft policy.



BOARD OF DIRECTORS ATTENDANCE POLICY

The Business Development Board (BDB) mission is “*To champion and strengthen Martin County’s economy.*” This is achieved through representatives from a variety of economic sectors being appointed to serve on the Board of Directors (BOD). The importance of this service is aptly described in the BDB Bylaws¹:

“Attendance and Participation Requirements. Because the failure of Directors to actively participate in the affairs of the Corporation will result in community interests not be represented, the Board of Directors, by majority vote, may establish attendance and participation requirements for both Board of Directors meetings and committee meetings to be observed by Directors. The attendance and participation requirements for Directors shall be communicated to the members. The Board of Directors shall have the power to remove a Director for failure to meet the attendance and participation requirements established by the Board of Directors, and the member organization represented by such removed Director shall be entitled to appoint a replacement Director to serve the remaining term of the removed Director, using the procedure, policy guidelines, and application form determined by the Board of Directors and provided that the member organization is in good standing at the time of the appointment of the replacement Director.”

Therefore, this policy is established to govern member participation and attendance.

- I. Regular scheduled meetings. Directors (aka Board Members) are expected to attend all regularly scheduled meetings. Regular meetings are ordinarily scheduled in the fall for the upcoming calendar year.
 - a. Request for excused absence. Directors may experience a conflict from time to time which prevents him/her from attending. Directors may request an excused absence in such cases through communication with the Executive Director prior to the start of the meeting, either through email, phone call, or text message. Such requests will be reported to the Board during the roll call, and the President will entertain a motion to accept or deny the excused absence.
 - b. Unexcused absence. Absences either not requested or not approved will be listed in the minutes as unexcused absence.
 - c. Record of attendance. The Executive Director will cause an attendance log to be maintained, listing each Directors presence at each meeting, whether present, excused absence, or unexcused absence. Such attendance will likewise be recorded in the minutes of the meeting.

¹ See Article IV, Section1, Paragraph c) Emphasis added.

- II. Special called meetings. The BOD may from time to time have need to call a special meeting. All members will be notified according to the procedure described in the Bylaws, Article IV, Section 3. Special meetings will follow the same attendance participation procedures as regular meetings.

- III. Committees.
 - a. Executive Committee. The Executive Committee consists of the Officers of the BDB, as defined in Article V of the Bylaws. Because of its importance to the BDB mission, the Executive Committee will abide by the same attendance participation procedures described in paragraphs I and II above.
 - b. Ad hoc committees. The President has authority to appoint ad hoc committees. Ad hoc committees will likewise follow the same attendance participation as described in paragraphs I and II above.

- IV. Partial attendance.
 - a. Directors may on occasion have need to depart a meeting at some point after the meeting has begun. In such cases, the President may excuse the member and the Director's attendance record is not changed.
 - b. Similarly, when a Director joins the meeting after the roll call is taken, then he/she is simply recorded as present.
 - c. These individual comings and goings need not be reported in the minutes, except when a quorum no longer exists.

- V. Lack of attendance. The BOD may, in its discretion, initiate removal of a Director due to lack of attendance.
 - a. Lack of attendance is defined as one or both of the following conditions.
 - i. Unexcused absences for three (3) consecutive meetings.
 - ii. Unexcused absence for a total of five (5) meetings during any given calendar year.
 - b. The Executive Director is obligated to report to the BOD the attendance failure of any Director, together with a copy of the attendance log.
 - c. Removal requires a simple majority vote at the time of such report.
 - d. The Executive Director will notify the removed Director of the decision of the BOD by first class mail.
 - e. The Executive Director will notify the member organization of its ability to appoint a replacement Director. Notification will be by first class mail.



To: President & Members, Executive Committee, Board of Directors
From: Inez van Ravenzwaaij, Programs & Partnerships
Subject: 2024 Business Awards Event – Outline
Date: Executive Committee Meeting – June 21
Board of Directors Meeting – June 26

SUMMARY: The BDB has begun the 2024 Martin County Business Awards, scheduled for Friday, December 13, 2024. Attached is the initial planning outline for the event, including:

- Survey highlights from 2023
- Goals
- Event timeline
- Descriptions of each of the award category
 - Refreshed slightly to touch on key organizational mission and priorities
 - Note: non-profit of the year has been removed
- Nomination and selection process
- And host committee details

The venue has been reserved, and collaterals are being developed to start sponsorship sales, which are expected to start in July, and community nominations to open in August.

RECOMMENDATION: Update only, no recommendation currently.

2024 Awards Event Update



SAVE THE DATE

Friday, December 13
11:30 a.m. – 1:30 p.m.

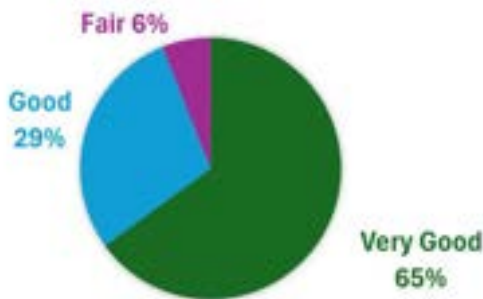
Hutchinson Shores Resort & Spa
Jensen Beach, FL



1

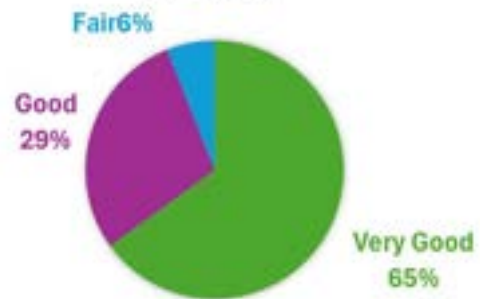
Survey Says!

REGISTRATION & GUEST EXPERIENCE



- **Opportunities to improve:** registration and sponsor signage, company name on badges
- **Areas of success:** registration, networking, table seating

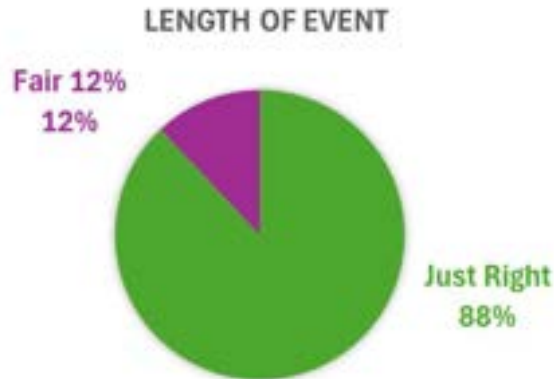
CEREMONY



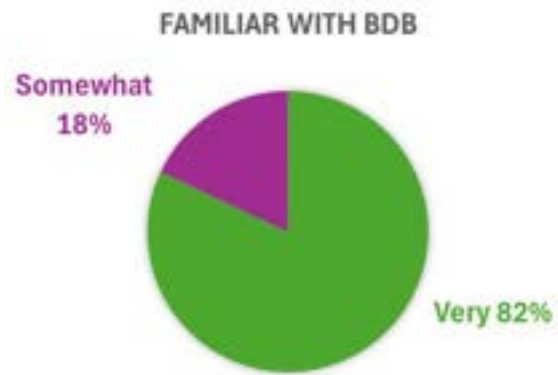
- **Opportunities to improve:** lighting, music, emphasis on mission, mention of all nominees/nominators
- **Areas of success:** emcee, videos, timing

2

Survey Says!



- Areas of success: videos, 25-30 minutes shorter (1.5 hrs)



- Opportunities to improve: more emphasis on mission

3

By The Numbers

- Sponsor levels will remain similar to '23
 - Presenting \$10,000
 - (multiple, industry exclusivity only)
 - Gold \$5,000
 - Silver \$2,500
 - Bronze \$1,000
 - Patron \$500
- Sponsor level and collaterals are being updated
- Leadership and Corporate Council Annual Investors have Awards sponsorship benefits included in their levels



4

Event Cycle

Sponsor Sales Start July



5

The Nomination Process



- Forms updated; previous years' entries are being entered into the database
- All nominations **MUST** have a nomination form to be scored/judged – either a community or an internal nomination
- NEW!** Scoring criteria being established to help judges in the selection process
- Nomination period August 1-31

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6

The Award Categories

The Business of the Year

- Honors a long-established Martin County company that continuously, year over year, has had a significant positive and measurable impact on the local economy. They are routinely recognized in their industry as innovators and thought leaders who are actively engaged in the Martin County business community.

Company to Watch

- Honors a newer addition to the Martin County business community or one that has undergone significant business transformation. Entrepreneurial in spirit, introducing new technologies and/or innovations and creating solutions for problems most of us are unaware of. Blazing new trails within their industry while providing the county with new and vitally critical economic opportunities.



7

The Award Categories

Headquarters of the Year

- Honors a company whose Martin County location serves the managerial and administrative center of the organization. Proudly calling Martin County its business home, it has continuously made significant economic and workforce contributions to the local community.

Manufacturer of the Year

- Recognizes a local manufacturer for their high standard of manufacturing, often exceeding industry standards. They are a manufacturer dedicated to best practices and innovative processes, developing its workforce, growing its business, and a leader in its industry and the Martin County business community.



8

The Award Categories

Entrepreneur of the Year

- Unbound by ambition and unstoppable, this award recognizes a Martin County entrepreneur for their ingenuity, courage, and entrepreneurial spirit. Whether finding and innovating new solutions or reimagining existing ones, this award celebrates the individual who bootstrapped their business from inception to success.

Youth Entrepreneur of the Year

- Same as above but for individuals 18 years of age or younger.

Nominees for these two categories must be residents of Martin County.



9

The Award Categories

Newcomer of the Year

- Recognizing a company that moved to or relocated to Martin County in the past two years and, in doing so, has added to the existing base of businesses, bringing business diversity, new skills, and workforce opportunities while adding to the vibrancy of the local economy.

Charlene Hoag Leadership Award

- Recognizes an individual whose characteristics include devotion to family, vocation, and servant leadership to the community. They should advocate for the continuous improvement of the local economy, ensuring that it is thriving, sustainable, and resilient for everyone and many generations to follow.



10

The Selection Committee Process

- The selection committee comprised of presenting sponsor(s), board member(s) who wish to serve on the committee, **2023 winners*** and staff
- A binder and spreadsheet of nominations will be pre-sorted and delivered to selection committee members no later than one week before the meeting. The binder will include hard copies of the nomination forms and a comprehensive spreadsheet with **scoring criteria*** and instructions.
- Selection committee meeting is public and under Sunshine
- Held immediately following the fall board meeting, Wednesday, Sep. 25

*** NEW for 2024**

11

The Scoring

- The selection committee is comprised of presenting sponsor(s), board member(s) who wish to serve on the committee, **2023 winners*** and staff.
- A binder and spreadsheet of nominations will be pre-sorted and delivered to selection committee members one week before the meeting. The binder will include hard copies of the nomination forms and a comprehensive spreadsheet with **scoring criteria*** and instructions.
- Selection committee meeting is public and under Sunshine.
- Held immediately following the September board meeting, Wednesday, Sep. 25.

*** NEW for 2024**

12

The Charlene Hoag Leadership Award

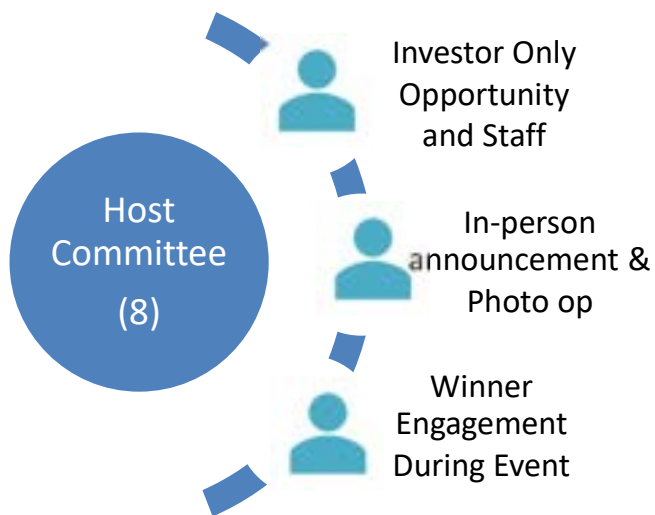
- The selection committee is previous winners and staff.
- A binder and spreadsheet of nominees will be delivered to committee members one week before the meeting in October
- The CHLA committee meeting is not public
- Winner announced at the 2024 Awards event ceremony; all other awards will be announced via press release and host committee visits following selections



BUSINESS
DEVELOPMENT BOARD
MARTIN COUNTY | FLORIDA

13

Host Committee, *back by popular demand!*



- Adds additional value and ROI to our Investor program by creating another **investor-exclusive** opportunity
- Concierge approach for our award winners (*cultivation of new relationships*)
- Enhance the experience for award winners before, during, and following the event

14

Reminder



SAVE THE DATE

Friday, December 13
11:30 a.m. – 1:30 p.m.

Hutchinson Shores Resort & Spa
Jensen Beach, FL





To: President & Members, Executive Committee, Board of Directors
From: Dan Hudson, Interim Executive Director
Subject: Investor Structure update
Date: Executive Committee Meeting – June 21, 2024
Board of Directors Meeting – June 26, 2024

SUMMARY: The Business Development Board (BDB) has established an excellent Investor Program over the last few years. This discussion item initiates an adaptive refinement update. Board member comments and suggestions are welcomed to guide and direct the effort.

RECOMMENDATION. For discussion only.

Discussion

The Business Development Board (BDB) has established an excellent Investor Program over the last few years, bringing investor contributions from \$15,375 in 2019 to an attainable forecast of \$80,000 in Fiscal Year 2025. Recent discussions have noted concerns about how Investor information is presented and what is expected in return.

The attached brochure describes the current program. Staff is proposing to initiate an update to the program. This will not be a major overhaul, but rather a refining of a successful program after a few years of experience, similar to the way the Pulse Program has been boosted in recent months.

Part of the analysis will involve looking at the overall funding structure, particularly the relationship between the Investor Program and Sponsorships.

Board Member comments and suggestions at this early stage of analysis are invited.

Leaders who engage with the BDB can gain valuable industry and policy insights, grow executive-level networks, build partnerships, add their voice to key issues, and extend their leadership to and reach others who want to address challenges and further economic opportunities in Martin County, Florida. We invite you to join us as we build a vibrant, future economy for one of Florida's highly distinctive and emerging entrepreneurial communities.

CEO Council

\$25,000

- Seat on the CEO Council – Drives business recruitment and stewards Martin County business reputation
- Recognition in all marketing and research collateral as a top economic-community leader
- Opportunity for CEO Profile
- Participation in Recruitment and Hosting for New Relocations
- Full Page Ad in Annual Business Resource Guide
- Gold Sponsor Status (includes 2 tables) at BDB Signature Event(s)
- Complimentary tickets (10) to all BDB 'Investor Only' Events
- Company representatives have opportunity to serve on all BDB Councils and Action Teams
- All subsequent investor benefits are available at this level

Leadership Council

\$10,000

- Seat on the Leadership Council – Leads efforts to improve MC's business climate and economic competitiveness
- Participation in Recruitment and Hosting for New Relocations

- Half Page Ad in Annual Business Resource Guide
- Silver Sponsor Status (includes 1 table) at BDB Signature Event(s)
- Complimentary tickets (8) to all BDB 'Investor Only' Events
- Investor Honor Roll and Directory with Company Logo and Home Page Link
- Company representatives have opportunity to serve on 7 BDB Councils and Action Teams
- All subsequent investor benefits are available at this level

Corporate Council

\$5,000

- Seat on the Corporate Council – Guides industry development and business retention-expansion efforts
- Bronze Sponsor Status (includes 1 table) at BDB Signature Event(s)
- Complimentary tickets (6) to all BDB 'Investor Only' Events
- Opportunity for MC and Investor Spotlight Testimonials with Headshot
- Company representatives have opportunity to serve on 6 BDB Councils and Action Teams
- All subsequent investor benefits are available at this level

Entrepreneur Council

\$2,500

- Seat on the Entrepreneur Council – Works to improve MC's start-up scene and business assistance approach
- Complimentary tickets (4) for BDB Signature and 'Investor Only' Event(s)
- Opportunity for MC and Investor Spotlight Testimonials
- Company representatives have opportunity to serve on 5 BDB Councils and Action Teams
- All subsequent investor benefits are available at this level

Economic Champions Council

\$1,000

- Seat on Champions Corps – Helps to improve economic development knowledge and understanding
- Complimentary tickets (2) for BDB Signature and 'Investor Only' Event(s)
- Investor Honor Roll and Directory with Company Name
- Opportunity to share news, advertise and receive 'First to Know' communications from the BDB
- Company representatives have opportunity to serve on 3 BDB Councils and Action Teams

BDB Investor Levels at a Glance

Investor Privileges + Benefits	CEO \$25,000	Leadership \$10,000	Corporate \$5,000	Entrepreneur \$2,500	Economic Champions \$1,000
Official Number of Reps	Unlimited	4	3	2	1
Council Leadership Profile	Area CEOs, Founders and Regional Market Leaders	Top Public-Private Leaders Next Generation Leadership	Industry Leaders	Entrepreneurs, Capital Leaders, Service Providers	Champions for MC's Economy Subject Matter Experts
Opportunity to Serve on Councils and Provide Input	CEO Council	Competitiveness Council	Corporate Council	Entrepreneur Council	Champions Corps
Council Focus	Drives business recruitment and stewards MC business reputation	Leads efforts to improve MC's business climate and economic competitiveness	Guides industry development ("hubs") and business retention-expansion	Works to improve MC's Start-Up scene and business assistance approach	Helps to build MC's economic development knowledge & understanding;
Participate on BDB Event Host Committees	■	■	■	■	■
Participate on Talent Advancement Team	■	■	■	■	■
Participate on 1:1 Visits	■	■	■		
Online (and in Print) Investor Honor Roll and Directory	Company Logo with Link on Home Page	Company Logo with Link on Home Page	Company Logo	Company Name	Company Name
Receive 'First to Know' News	■	■	■	■	■
Opportunity to Share News and Advertise	■	■	■	■	■
Opportunity for MC and Investor Spotlights	Quote with Headshot	Quote with Headshot	Quote with Headshot	Quote	Quote
Complimentary tickets to BDB 'Investor Only' Events	10	8	6	4	2
Complimentary tickets for BDB Signature Event(s)	Sponsorship with Tables			4	2
Official Sponsor (includes tables) at BDB Signature Event(s)	Gold Sponsor (2 tables)	Silver Sponsor (1 table)	Bronze Sponsor (1 table)		
Complimentary Ad in Business Resource Guide	Full	Half			
Participation in Recruitment and Hostings	■	■			
Opportunity for CEO Profile	■				
Recognition in all BDB collateral and reports as a top economic-community leader	■				

Questions? Call Joan K. Goodrich, Executive Director or Lynn Smith, Business-Partner Relations at 772-221-1380.



To: President & Members, Executive Committee, Board of Directors
From: Inez van Ravenzwaaij, Programs & Partnerships
Subject: Update on website refresh
Date: Executive Committee Meeting – June 21
Board of Directors Meeting – June 26

SUMMARY: The BDB website refresh is making significant progress. The timeline for the site to go live is mid-late July, with a preview of the home page and several landing pages for the June board meeting. The site is being built on an updated WordPress platform with much easier editing and updating capabilities which will eventually be managed in-house. It will also feature a robust calendar and meeting application.

RECOMMENDATION: Update only; for informational purposes only.

Website Update

- Content provided to Growth Squad
 - Work ongoing
- Preview of the Home Page and several landing pages at the June board meeting
- Launch the entire site mid-late July
- Weekly updates in-house when the site is complete



INDUSTRY HUBS OF EXCELLENCE



1

Website Update

To provide easy-to-find information and resources for our core audiences:

- Existing businesses
 - *existing businesses*
 - *retention*
 - *expansion*
- New business
 - *attraction*
 - *expansion*
 - *relocation*
- Community stakeholders

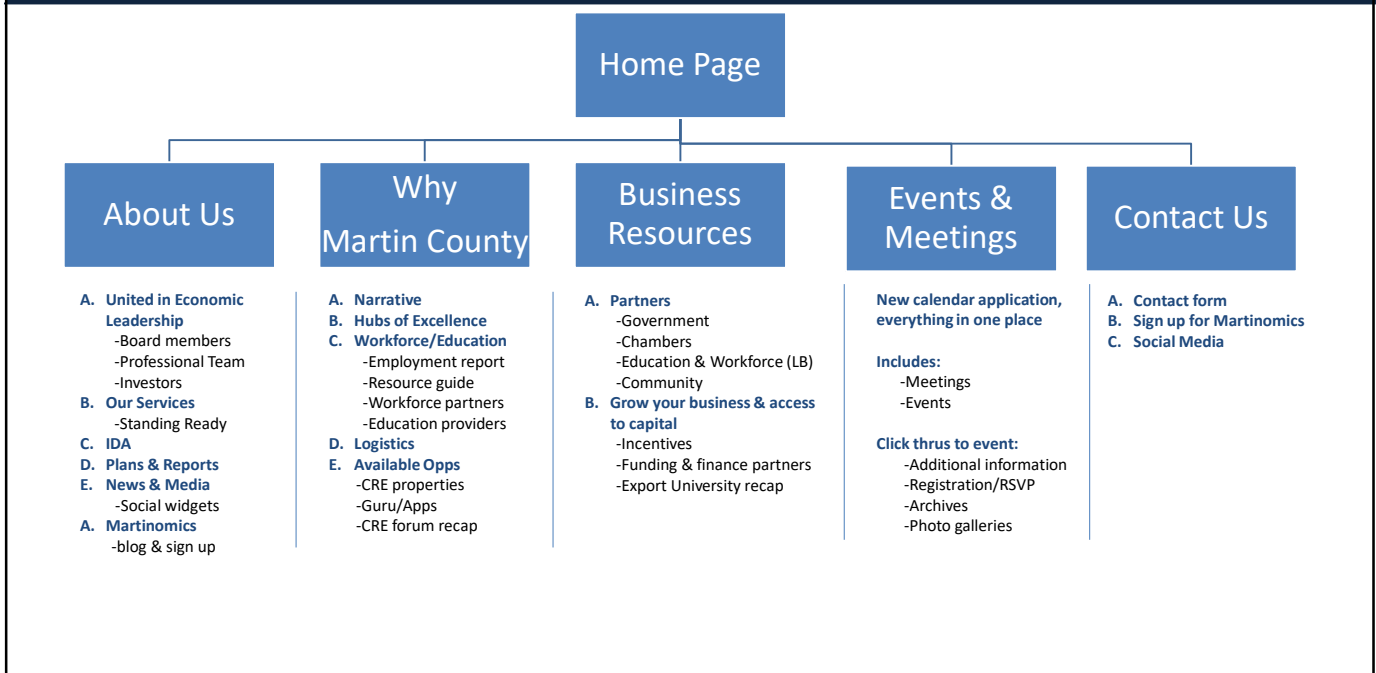
HOME PAGE

- Hubs of Excellence
- Location, Logistics & More
- Available Opportunities
- Engage With Us
- United in Economic Leadership
- News
- Investors



2

Overall Navigation



3