



**Rice Community Economic Development Corporation  
RICE, TEXAS**

**Monday, November 6, 2023**

**6:00 PM**

**Rice City Hall  
305 N. Dallas Street  
Rice, TX 75155**

**AGENDA**

1. Roll Call
2. Pledge of Allegiance
3. Invocation
4. Public Forum
5. Agenda Items
  - a. Archa Updates
  - b. EDC Board Photo with Portable Cooler
  - c. Discuss & Deliberate Placement for Lights/Electricity on Downtown Property
  - d. Discuss Training Dates and Attendees
  - e. Discuss & Deliberate 2024 EDC Events/Dates
  - f. Discuss SmallTown ShowTime Event - Rolando Chapa
  - g. Discuss Contract Labor
  - h. Discuss & Deliberate Financial Statement
  - i. Discuss & Deliberate 10/02/23 Meeting Minutes
6. Adjourn



Item Title: Archa Updates

**Summary:**

- Delivery of remaining Business Improvement Grant Checks
- Big A\$\$ Fan delivery/install status
- Review grants submitted
- Update on downtown property donation/purchase

**Background:**



Item Title: EDC Board Photo with Portable Cooler

**Summary:**

The board will go to the gym to take a photo with the portable cooler.

**Background:**



Item Title: Discuss & Deliberate Placement for Lights/Electricity on Downtown Property

**Summary:**

We will need to review the placement for the lights and electricity for our downtown property, with consideration of addition of McGee Family property, corner locations, etc.



#### Item Title: Discuss Training Dates and Attendees

##### Summary:

We will need to decide which dates/locations & members will attend the Basic Economic Development Course. We should attend ASAP in order to meet our requirements. Available dates are:

- February 27 - March 1, 2024, Round Rock TX (Registration will open early 2024)
- June 11 - 14, 2024, Fort Worth, TX
- November 12 - 15, 2024, San Antonio, TX

more info: <https://texasedc.org/programs/basic-economic-development-courses>

##### Background:



#### Item Title: Discuss & Deliberate 2024 EDC Events/Dates

##### Summary:

##### Possible Dates:

- Business Outreach Dinner: January 27th or Feb 3rd - to present grant applications & get feedback for business fair
- Business Fair: April 6th

##### Background:



#### Item Title: Discuss SmallTown ShowTime Event - Rolando Chapa

##### Summary:

Rolando will update us on his event. We will discuss what we would like to have at our EDC table, and who will attend the event to represent the EDC.

##### Background:



## Item Title: Discuss Contract Labor

### Summary:

The contracts for Archa and I end 12/20/2023. We will discuss to prepare for a vote to renew/edit/change at our next meeting 12/18/23 (?).

As a general reminder, per my contract and in compliance with our bylaws, I am not compensated for any tasks related to EDC Administrator duties such as creating meeting agendas, documenting meeting minutes, outlining EDC projects, attending City Council meetings.

I am compensated a flat rate of \$200/month for providing professional marketing services such as maintaining/updating our website ([www.exit242.com](http://www.exit242.com)), setting up EDC sponsored ads for the newsletter, creating "news posts", laying out event banners and flyers, event planning, etc.

Archa's contract states that she will perform the following tasks:

- Research grant opportunities, correspond with grant providers, and fill out grant applications that support EDC initiatives.
  - Perform outreach to local business
- Perform outreach to and correspond with potential new businesses
- Attend every meeting
  - Fill in for the EDC Administrator as needed with the following duties:
    - Create, distribute and post meeting agenda
    - Keep and record Meeting Minutes

Her compensations is an hourly rate of \$20 for all administrative work, and \$30 for driving.

### Background:



## Item Title: Discuss & Deliberate Financial Statement

### Summary:

### Background:



## Item Title: Discuss & Deliberate 10/02/23 Meeting Minutes

Summary: See Next Page

### Background:



**MINUTES**  
**Rice Community Economic Development Corporation**  
**Budget Meeting**  
**Monday, October 02, 2023**  
**6:00 PM**  
**Rice City Hall**  
**305 N. Dallas Street**  
**Rice, TX 75155**

**Item 1: Roll Call**

James Franks: Call Meeting to Order 6:00 pm  
Members Present: James Franks, Garry Teague, Laura McGee, Jared Alsup,  
Brandi Solomon  
Rolando Chapa arrived at 6:05 pm (after roll call)

Non-members Present: Archa Cassel, EDC Executive Coordinator

**Item 2: Pledge of Allegiance Led by All**

**Item 3: Invocation Prayer Led by Garry Teague**

**Item 4: Public Forum**

**Item 5: Agenda Items**

- a. Discuss & Deliberate Donation Letter for Cooler
  - Motion to approve letter made by Laura McGee, 2<sup>nd</sup> by Garry Teague, Ayes: James Franks, Rolando Chapa, Jared Alsup, Brandi Solomon Nays: None; Motion Passed
- b. Discuss & Deliberate EDC 2024 Project Plan
  - Jared Alsup noted that the Business Grant project should reflect that the total budget for our fiscal year is \$30,000; the Board noted that Training & Education should include allotment for room/food/expenses
  - A motion was made by Jared Alsup to approve the Project Plan with changes, 2<sup>nd</sup> by Rolando Chapa, Ayes: James Franks, Laura McGee, Brandi Solomon, Garry Teague Nays: None; Motion Passed
- c. Discuss and Deliberate Meeting Schedule for 2024
  - It was discussed that the Board will meet once a month. We noted that our meetings need to be held a week ahead of City Council Meetings.
  - A motion was made by Jared Alsup to have our meetings on the 4<sup>th</sup> Monday of each month, and we will edit as needed for holidays, etc. 2<sup>nd</sup> by Garry Teague; Ayes: James Franks, Laura McGee, Brandi Solomon, Rolando Chapa Nays: None; Motion Passed
- d. Discuss & Deliberate 09/11/23 Meeting Minutes
  - A motion was made by Garry Teague to approve the minutes, 2<sup>nd</sup> by Rolando Chapa Ayes: James Franks, Laura McGee, Brandi Solomon, Jared Alsup Nays: None, motion passed

**Item 6: Adjourn**

Motion to adjourn by Garry Teague 2<sup>nd</sup> by Laura McGee

Ayes: James Franks, Jared Alsup, Rolando Chapa, Brandi Solomon

Nays: None

Meeting was adjourned

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrator