



Senovia Development Authority
Board Meeting
January 15, 2024
8:00 AM
Lisa's Creperie & Café
48 Main St #1B, Senovia, GA 30276

Our mission: to increase Senovia's prosperity through economic diversification and job creation.

1. Call to Order
2. Approval of the November 27 minutes (action required)
3. Treasurer's Report (action required)
4. Election of officers (action required)
Chair – Carlotta Ungaro
Vice Chair – Kevin Marais
Secretary/Treasurer – Jennifer Meares
5. Approval of 2024 budget (action required)
6. Old Business
 - a. Winpak – approval of chair to execute final sale (action required)
 - b. Strategic Plan Review for 2024
7. Adjournment

2024 Meeting Schedule

January 15
April 15
August 19
October 4-11 - Manufacturer's Week (October 4 is Manufacturer's Day)
October 21

Unless otherwise specified, meetings are at 8 a.m. at Lisa's Creperie & Café - back room.
Meeting schedule is subject to change.

Minutes
MEETING OF SENOIA DEVELOPMENT AUTHORITY
Meeting
505 HOWARD ROAD
November 27, 2023
6:00 p.m.

Senoia Development Authority present: Carlotta Ungaro, Kevin Marais, Jordan Krabel, Tyler Tondee, Janet Berridge, Jennifer Meares
Guest: John Hinson

Call to order

Carlotta called the meeting to order at 6:00 p.m.

Minutes

Tyler made a motion to approve the September 18 minutes. Seconded by Kevin, the motion carried unanimously.

Treasurer Report

Jennifer reported that \$53,346 from the sale to Winpak is in the bank. We have one final expense of \$992.56 for the Industry appreciation event. After these two transactions, the balance is \$57,554.80.

In the past, the city had earmarked \$5,000 to be spent within the fiscal year or returned to the City coffers. The current budget for 2023-24 did not include an earmark. The budgeting process for the 2024-25 budget begins soon, but neither Carlotta nor Jennifer expects any funds in that budget. Kevin made a motion to approve the treasurer report, seconded by Janet, and the motion passed unanimously.

Old Business

- Winpak

Carlotta reported that the sale between the Senoia Development Authority and Winpak Films is complete for all parcels except for the one containing the Senior Center. The County has completed the new Senior Center, and this last parcel is now available for sale. Carlotta proposed that the DA use Mark Oldenburg as the attorney to represent the DA in selling this last parcel. His rate is \$450 an hour. Kevin made a motion to use Mark Oldenburg to represent the DA on the sale of the Senior Center property. Seconded by Tyler, the motion passed unanimously.

- Industry Appreciation Day

Carlotta and Kevin led the review of the Industry Appreciation Day on October 11. Overall, the events were successful and well-received. Kevin suggested that for next year, we look at a more economical way to present “goodie bags” to the employees and possibly have the employees come to a conference room and say hello to members of the DA for at least one shift. The C-Suite reception had a significant amount of food left over. Carlotta ordered the minimum amount allowed by the caterer. The Mayor assisted with this challenge and distributed the leftovers to first responders and those in need in the community.

- **Open Board Seat**
Carlotta reminded the board that we still have an open seat. Skip King is rotating off at the end of December. Please forward any possible nominations to her.
- **Strategic plan/program of work**
Carlotta reviewed the strategic plan, highlighting completed items and asking for input for next year. Little changed, other than updating start times for activities.
- **Quarterly Meetings**
Carlotta suggested moving the meetings to quarterly meetings. Perhaps the third Monday at 8 a.m. and move the meeting to Lisa's Creperie back room. The meeting can still be open to the public and should avoid conflicts and challenges with access to the meeting room after hours. After much discussion about the best time, everyone agreed this would work if scheduled quarterly at 8 a.m. Carlotta will check to see if Lisa's can accommodate.

Adjournment

Being no further business, Jordan made a motion to adjourn the meeting. Seconded by Kevin, the meeting adjourned.

Respectfully,
Jennifer Meares Secretary/Treasurer

Senoia Development Authority 2024 proposed budget

Revenue	Budget	Actual
Sale of property	\$18,300.00	
Total Revenue	\$18,300.00	\$0.00
Expenses		
Operations	\$500.00	
Programs		
Goal 1: Developing Product	\$0.00	\$0.00
Goal 2: Marketing Senoia	\$2,000.00	\$0.00
Goal 3: Community Relations	\$3,000.00	\$0.00
Goal 4: Continuous Improvement	\$2,000.00	\$0.00
Total Programs	\$7,000.00	\$0.00
Total expenses	\$7,500.00	\$0.00
Net Revenue	\$10,800.00	\$0.00

Fund balance as of 1.1.2024

\$56,696.31