



**TEMPLE HEALTH AND BIOSCIENCE
ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
WEDNESDAY, August 26, 2015**

The Temple Health and Bioscience Economic Development District Board of Directors conducted their regularly scheduled board meeting on Wednesday, August 26, 2015, 5:00 pm in the Main Conference Room of the Temple Health and Bioscience District Facility located at 1802 S. 1st Street, Temple, Texas.

Members Present:

Wendell Williams, Chair
Thomas Baird
John Kiella
Jack Morris
Gregg Strasburger

Members Absent:

Doug Streater, Treasurer

The agenda for this meeting was posted on the bulletin board of the Temple Health and Bioscience Economic Development District in compliance with the Open Meetings Law.

The following is a summary of the proceedings of this meeting. It is not intended to be a verbatim translation.

1. Consider appointing a Board Member to the Temple Health & Bioscience Economic Development District Board of Directors to fill the unexpired term to May 2017.

Mr. Williams gave a brief synopsis of Michael Norman's resume expanding on the reasons it would be beneficial for Mr. Norman to join the board.

Motion by Mr. Baird, second by Mr. Morris to appoint Michael Norman to the Board of Directors for the Temple Health & Bioscience Economic Development District. Motion carried unanimously.

2. Administer Oath of Office to newly appointed Board Member.

Oath was administered by Tami Annable, THBD Executive Assistant.



3. (A) PUBLIC HEARING - Conduct a public hearing and consider a resolution adopting the District's budget for fiscal year beginning October 1, 2015 and ending September 30, 2016.

The public hearing was opened by Mr. Williams, no comments by the public were issued, and therefore Mr. Williams closed the public hearing.

Motion by Mr. Strasburger, second by Mr. Morris to adopt the budget for the fiscal year beginning October 1, 2015 and ending September 30, 2016. Motion was carried unanimously.

(B) PUBLIC HEARING – Consider adopting a resolution approving the tax roll and authorizing calculation of the amount of tax that can be determined for all real and personal property in the District for the tax year 2016.

Motion by Mr. Strasburger, second by Mr. Morris to adopt a resolution approving the tax roll and authorizing calculation of the amount of tax that can be determined for all real and personal property in the District for the tax year 2016. Motion carried unanimously.

(C) PUBLIC HEARING - Consider adopting a resolution levying taxes and setting a tax rate for the District for the tax year 2016, making the appropriation for the regular operation of the District.

Motion by Mr. Kiella, second by Mr. Morris to move that the resolution setting the 2015-2016 tax rate in the amount of \$0.02220 per \$100 valuation for maintenance and operations be adopted. Motion was carried unanimously.

4. Approve the minutes from the July 22, 2015 board meeting.

Motion by Mr. Morris, second by Mr. Baird to approve the minutes from the July 22, 2015 board meeting. Motion was carried unanimously.

5. Approve the financial report for the period ending July 31, 2015.

Since Mr. Streater was not present, Mr. Williams gave a brief overview of the financials.

Motion by Mr. Kiella, second by Mr. Strasburger to approve the financial report for the period ending July 31, 2015. Motion was carried unanimously.



6. Approve staff position salary and benefits for Tami Annable.

Motion by Mr. Baird, second by Mr. Morris. Motion was carried unanimously.

7. Receive activity report from Jack Hart, Executive Director of the District.

Mr. Hart recapped the status of the summer intern's (undergraduate) poster session. Tien Dang has indicated that she wants to return next summer.

Mr. Hart discussed the status of the tenant lease and common lab agreements that Marsha Shiller-Lunde has been working on. The documents have been reviewed by Mr. Williams, Mrs. Annable and Mr. Hart. Once the final version has been received, Mr. Hart will forward the agreements to Dr. Jason Huang for his signature. Dr. Huang has indicated that he will be moving into the facility sometime this September.

Beginning October 1st 2015, THBD will be taking over all financial responsibilities from the City of Temple. Mr. Williams stated that the City of Temple will be doing all of the reconciliation necessary for the 2014-2015 audit. THBD has purchased QuickBooks software to use for accounting and payroll purposes. There was a general discussion regarding check writing authority. The proposal was that Mr. Hart would have the authority to sign checks up to \$5000.00 and two signatures would be needed for over \$5000.00. At the September board meeting a resolution will be initiated to approve check writing authority.

The Wasp Inventory Tagging System has been purchased to perform inventory tagging. A PC-based three hour training session has been scheduled for September.

We have received three bids for landscaping installation. SS Irrigation and Landscaping had the lowest bid and work will begin within the next two weeks after the approved PO has been received by them.

A professional photographer was hired to take pictures of the facility to update our brochures with current pictures of the labs and office space.

Mr. Hart gave a contact update regarding his trip to Houston on August 5th, 2015. Mr. Hart will return to Houston in September to meet with Emmanuelle Schuler, Director of JLABS and he will also attend the Texas Medical Center Accelerator's (TMCx) Demonstration Day.



There will be 22 companies graduating and some will be looking for new office/lab locations to relocate to.

Mr. Hart discussed the setup of cost centers for the four major pieces of equipment from our core lab. He also discussed the creation of web-based signup sheets for these pieces of core equipment.

Mrs. Annable gave an update regarding lab equipment training.

Mr. Baird recommended that THBD attend social media training.

Mr. Williams suggested that we have a workshop at our next board meeting regarding various projects and possibilities for seminars and lecture series sponsorships for 2015-2016.

There being no further business, Mr. Williams adjourned the meeting at approximately 5:50 pm.

Transcribed by:

Tami Annable, THBD Executive Assistant