



Pinetops NC is the heart of healthy, and sustainable small-town living, with abundant high-speed internet, and an active, inclusive community and downtown. Everyone has something to look forward to growing up in Pinetops, where you can grow your own opportunities and make life-long memories. As southern Edgecombe County's destination for rural entrepreneurship, Pinetops is centrally located near four major economic hubs and Interstates 95, 87 and US 264.

**Community Development Advisory Board (“Board”)
Organizational Meeting Minutes**

Town of Pinetops

November 16, 2022

6:00 pm – 7:30 pm

Attendees Present

The following Pinetops Community Development Advisory Board (“PCDAB” or “Board”) were present:

- Phyllis Arrington, Suzanne Coker Craig, Ben Mayo, Ardean Eason, Ron Pate, Tierra Norwood

The following PCDAB member was absent (excused):

- Kyle Cecchi

Other members present were:

- Fred Ventresco, Town Administrator
- Bruce Naegelen, NC Main Street & Rural Planning Center, NC Department of Commerce

1. Call to Order

The meeting was called to order at 6:10 PM by Fred Ventresco, Town Administrator.

2. Determination of Initial Staggered Terms of PCDAB members

Board members drew slips of paper that indicated the length of their initial term of office of 1, 2, or 3 years. Results were:

3-Year Terms

- Suzanne Coker Craig
- Phyllis Arrington
- Ardean Eason

2-Year Terms

- Ron Pate
- Kyle Cecchi

1-year terms

- Tierra Norwood
- Ben Mayo

3. Officer Nomination/Election

Nominations for board Chairperson ("Chair") were accepted from the board members present with results as follows.

Nominations for Chairperson

- Suzanne Coker Craig
- Ben Mayo
- Phyllis Arrington

Initial voting by the board members present was conducted and resulted in each nominee receiving 2 votes each. As initial voting did not reveal a selected candidate, a second ballot was initiated with results as follows.

Votes for Chairperson

- Phyllis Arrington - 3 votes
- Ben Mayo – 2 votes
- Suzanne Coker Craig - 2 votes

By unanimous agreement of the board members present, and based on the second ballot votes, Phyllis Arrington was elected as the board Chairperson.

Nominations for board Vice Chairperson ("Vice Chair") were accepted from the board members present with results as follows.

Nominations Vice-Chairperson

- Tierra Norwood
- Suzanne Coker Craig
- Ron Pate

Voting by the board members present was conducted with the results as follows.

Votes for Vice-Chairperson

- Suzanne Coker Craig - 3 votes
- Tierra Norwood - 2 votes

- Ron Pate - 1 vote

By unanimous agreement of the board members present, Suzanne Coker Craig was elected as Vice-Chairperson.

Nominations for board Secretary were accepted from the board members present with results as follows.

Nominations for Secretary

- Ardean Eason
- Ben Mayo
- Ron Pate

Voting by the board members present was conducted with the results as follows:

Votes for Secretary

- Ardean Eason 1 vote
- Ben Mayo 2 votes
- Ron Pate - 3 votes

By unanimous agreement of the board members present, Ron Pate was elected as Secretary.

At this point, Town Administrator Fred Ventresco turned the meeting over to newly elected board chair, Phyllis Arrington, who, in keeping with the agenda, called for a 10-minute break.

4. Committee Appointments

Reconvening the meeting, the Chair shared opening remarks and then began the process of making Committee Chair appointments as follows.

Committee Chair Appointments

- Organization Committee - Ben Mayo, Chair
- Promotion Committee - Tierra Norwood, Chair
- Economic Vitality Committee - Ron Pate, Chair
- Design Committee - Kyle Cecchi, Chair

After appointment of Committee Chairs it was discussed and agreed that Committee Chairs will be responsible for committee completion of Committee work plan documents, and that it will be important for Committee Chairs to establish timeframes for Committee deliverables and accountability of Committee members for completion of the same.

At the beginning of each Committee meeting a Secretary will be appointed to record meeting minutes.

It was agreed that the Committee needs to track and measure activities, including volunteer hours, meeting attendance, event, etc. This should be reported at the monthly Committee meetings.

Whereas PCDAB meetings are public and are to be held at the Pinetops Town Board room, Committee meetings may be held at any location agreed upon by the individual Committee. It was discussed and agreed that volunteers for Committees may be from any location, as appropriate for the needs of the Committee.

Being no further discussion regarding committee the Chair began calendar discussions.

5. Setting of Annual Calendar for Regular Advisory Board Meetings

The board considered dates and times for the annual monthly meeting calendar. Once established, the dates, time, and location will be presented to the Town Clerk as the official PCDAB meeting calendar for public notice.

Following discussion, a motion was made by Tierra Norwood to hold Board meetings on the 4th Wednesday of each month from 6:00 pm to 7:15 pm in the Board Room at Pinetops Town Hall. Ron Pate seconded, and the motion passed with all in favor.

Ron Pate will coordinate with the Pinetops Town Clerk to add the meetings to the Town of Pinetops public calendar.

Upon agreement for the calendar the Chair asked Bruce Naegelen to lead discussion on the forthcoming PCDAB work plan development.

6. Begin Work Plan Development

Bruce Naegelen provided a preview of the process of developing a Plan of Work for the Pinetops Community Development Advisory Board. He recommended a half-day retreat in January would be ideal to develop the plan. It was tentatively determined that everybody would be available January 21 or January 28 (both Saturdays) from 9:00 am – 3:00 pm. Tierra Norwood offered a meeting workspace she operates in Rocky Mount as a meeting location. Members of the board present confirmed availability. Bruce Naegelen and Kyle Cecchi agreed to confirm their availability for these dates to the Board.

Being no further agenda items, the Chair recognized Tierra Norwood to discuss other business.

7. Other Business

Google Drive Account / Data Repository

Tierra Norwood suggested establishing a Google Drive account for the PCDAB as a data repository to allow online access to all documents relative to Board activity. There was discussion that the account would be accessible only to board members and administered by the Town of Pinetops. Town Administrator Ventresco agreed to seek additional guidance from Town Clerk Tammy Keesler.

A motion was made by Suzanne Coker Craig to permit Ms. Norwood to develop the Google Drive account, with a second by Ardean Eason, and the motion passed with all in favor.

Tierra Norwood agreed to perform training for all Board members and Ron Pate agreed to support the effort and to upload existing Board documents to the repository once established.

8. Adjournment

There being no further business before the Board, Ron Pate moved to adjourn, Tierra Norwood seconded, and with all in favor the meeting was adjourned at 7:55 pm.

By: Ron Pate, Secretary, PCADB

Date: December 2, 2022