

**PINETOPS COMMUNITY DEVELOPMENT ADVISORY BOARD
MINUTES**

February 26, 2025

PINETOPS TOWN HALL

101 E Hamlet Street; Pinetops, NC 27864

I. CALL TO ORDER

Meeting was called to order at 6:03pm by Chair, Suzanne Coker Craig.

II. ROLL CALL

Roll was taken by Secretary, Stacey L. Staton.

The following members were in attendance:

Ms. Suzanne Coker Craig, Chair

Ms. Hattie Harris, Vice-Chair

Ms. Stacey L. Staton, Secretary

Ms. Jennifer Brown, Board Member

Ms. JoAnn Smith, Board Member

The following members were absent:

Mr. Ron Pate

Others present at the meeting were:

Ms. Brenda Harrell, Mayor

Mr. Kendrick Ransome, Commissioner

Ms. Odyssey Brown, Pinetops Administrative Assistant

Mr. Bruce Naegelen, Presenter (NC Department of Commerce)

III. APPROVAL OF MINUTES

Chair Coker Craig asked for a motion to approve the January 29, 2025 Minutes.

A motion was made by Vice-Chair Harris.

Seconded by Ms. Brown.

All voted in favor.

IV. RESIGNATION OF PATRICK PENDER

Mr. Pender was sent a letter by Advisory Board Chair, Suzanne Coker Craig. Mr. Pender's response was he would officially resign from the Advisory Board.

V. BOARD OF COMMISSIONERS REPORT

Mayor Harrell told the Advisory Board she had not received any response to the two vacancies on the Advisory Board.

Mayor Harrell informed the Advisory Board that the work plan was approved and adopted by the Board of Commissioners.

VI. WORK PLAN REVIEW

The Advisory Board determined teams which was decided they would be called committees. The committee chairs are...

JoAnn Smith – Organization

Stacey Staton - Design

Jennifer Brown – Promotion

Ron Pate - Economic Vitality

Hattie Harris – Floater

Suzanne Coker Craig - Floater

The Advisory Board agreed the committee chairs would recruit volunteers to serve on their committee. Committee chairs are to have their teams set up by the next Advisory Board meeting. Ms. Odyssey agreed to help by doing an all call and posting the need for volunteers on the Town website. Other ideas that were presented as means to help get the word out regarding volunteers were, to post flyers and to post to social media without the option of commenting.

The Advisory Board determined the immediate goals are to take a group photo for Chair Coker Craig to use on Facebook and in the Advisory Board's brochure to get the word out about what the Town is doing and how the community can share in its efforts. Mr. Bruce said he would get information regarding design guidelines, training volunteers, Main Street links, and the workplan summary to the Advisory

Board members so tasks and completion dates can be scheduled and implemented into the workplan. The Advisory Board committee chairs are to be prepared to give an update on their committee's progress at the next meeting.

VII. OTHER BUSINESS

Edgecombe Community College's Small Business Administration Director, Laura Brown Evans is planning to do a presentation for the Advisory Board at the April meeting.

East Carolina University's Miller School is also planning to send a representative to speak to the Advisory Board at the April meeting.

VIII. NEXT MEETING

Chair Coker Craig announced that the next meeting will be March 26, 2025.

IX. ADJOURNMENT

Chair Coker Craig asked for a motion to adjourn.

A motion was made by Vice-Chair Harris.

Seconded by Ms. Brown.

All voted in favor.

The meeting was adjourned at 7:30 PM.

Minutes Approved on _____

Signature of Chair, Suzanne Coker Craig

Signature of Secretary, Stacey L. Staton