

**BOARD
MINUTES**

April 23, 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

Mr. Ron Pate, Board Member (Virtual)

Others present at the meeting were:

Mr. Kendrick Ransome, Commissioner (Virtual)

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

Mr. Kirby Fuller, Design Committee Member

Ms. Briyana Storm Baker, Conetoe Family Life Center

Ms. Candace Samone, Conetoe Family Life Center

Ms. Laura Brown Evans, ECC Small Business Center Director

III. APPROVAL OF MINUTES

Chair Coker Craig asked for a motion to approve the March 26, 2025 Minutes.

A motion was made by Vice-Chair Harris.

Seconded by Ms. Brown.

All voted in favor.

IV. EDGECOMBE COMMUNITY COLLEGE SMALL BUSINESS CENTER PRESENTATION

Ms. Laura Brown Evans, Director for ECC's Small Business Center, gave an overview of the services they offer. She highlighted the keys services; One to One confidential counseling, seminars & webinars, start-up resources and referral information. She recommended to the Advisory Board to consider partnering with the Rocky Mount and Tarboro-Edgecombe Chambers, Carolina Gateway Partnership, Tarboro Development Corporation, Historical Underutilized Businesses (HUB), Main Street America Program with Ms. Tina Parker, and LivePlan to help with exposure of the workplan to the community.

V. NEWS FROM PINETOPS BOARD OF COMMISSIONERS

Commissioner Ransome shared that Mayor Brenda wanted the Advisory Board to know that she is receiving good feedback from the Commissioners regarding the progress the Advisory Board is making.

VI. COMMITTEE NOTICE/RECRUITMENT RESOURCES

Mr. Bruce stated he will give a final report to the Board of Commissioners at the next meeting that was scheduled for Tuesday, May 6, 2025.

Mr. Pate said he would share with Chair Coker Craig the original format of the recruitment flyer she has been working on so she can complete it and get it out to the community.

Chair Coker Craig said she will get a shared doc box so all of the Advisory Board documentation can be in one place and accessible to all the members.

VII. WORK COMMITTEE REPORTS

The Advisory Board committee chairs gave updates...

JoAnn Smith – Organization – working with Conetoe Family Life Center

Stacey Staton - Design – working on project goals, Design meeting May 12th

Jennifer Brown – Promotion - working on Movie Night Event

Ron Pate - Economic Vitality – no update

Hattie Harris – Floater

Suzanne Coker Craig - Floater

VIII. OTHER BUSINESS

Staff from the Conetoe Family Life Center (CFLF) gave a presentation that outlined how CFLF supports the community and local farmers. They discussed the need to find better visible locations to park their produce truck so more people can take advantage of the fresh produce.

Mr. Bruce talked about workplan project summary sheets.

Commissioner Ransome talked about surveying the community to see what they want to do and what businesses they would like to have in Pinetops.

East Carolina University's Miller School representative will speak at the Advisory Board's May meeting.

IX. NEXT MEETING

Chair Coker Craig announced that the next meeting will be May 28, 2025.

X. ADJOURNMENT

Chair Coker Craig asked for a motion to adjourn.

A motion was made by Ms. Brown.

Seconded by Ms. Smith.

All voted in favor.

The meeting was adjourned at 7:36 PM.

Minutes Approved on _____

Signature of Chair, Suzanne Coker Craig

Signature of Secretary, Stacey L. Staton