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## **Agenda**

- 1. Call to Order** **Ryan Tilley**
- 2. Administrative Items:**
  - a. Public Notice (*September 19, 2025*) **Tabitha Lee**
  - b. Roll Call **Tabitha Lee**
  - c. Public Comment **Ryan Tilley**
  - d. Approval of Agenda \* **Ryan Tilley**
- 3. Financial Report and Minutes:** **Ryan Tilley**
  - a. Approval of Executive Committee Minutes – *September 9, 2025 \**
  - b. Review of September Financials **Charlie Sherrill/Ryan Campbell**
- 4. Office Reports:** **Chris Platé**
  - a. Community Information
  - b. Economic Development Reports
    - Product Development
    - Recruitment and Retention Activities
  - c. CO:LAB Report
  - d. Marketing Activities
- 5. Other Business** **Ryan Tilley**
  - a. Discussion on Regular Board Meeting Time
- 6. Adjourn** **Ryan Tilley**

*Action Needed \**

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### **Executive Committee Meetings (Proposed Schedule – 8:30 a.m. on the 2nd Thursday of each month):**

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|---------------------|----------------------|
| • November 13, 2025 | • May 14, 2026       |
| • December 11, 2025 | • June 11, 2026      |
| • January 8, 2026   | • July 9, 2026       |
| • February 12, 2026 | • August 13, 2026    |
| • March 12, 2026    | • September 10, 2026 |
| • April 9, 2026     |                      |

## **Minutes**

### **1. Call to Order:**

President David Bear called meeting to order at 8:06 a.m.

### **2. Administrative Items:**

#### **a. Public Notice**

Ms. Tabitha Lee confirmed public notice was made on August 25, 2025.

#### **b. Roll Call**

President David Bear	Present
Vice President Ryan Tilley	Present
Secretary Dr. Charletha Powell	Present
Treasurer Olevia McNally	Present
Past President Rick Byars	Present

#### Staff and Support:

Chris Platé, Tabitha Lee, Danita Andrews, Patrick Rooney

#### Public Present: None

#### **c. Public Comment**

Mr. Bear requested public comment, and no comment given.

#### **d. Approval of the Agenda**

The agenda for the meeting was reviewed. No comments or corrections were made. Mr. Rick Byars made a motion to approve the agenda, which was seconded by Mr. Ryan Tilley. The motion passed unanimously.

### **3. Financial Report and Minutes:**

#### **a. Approval of Executive Committee Minutes – July 8, 2025**

The minutes from the July 8, 2025 Executive Committee meeting were reviewed. Mr. Tilley made a motion to approve the minutes, which was seconded by Ms. McNally. The motion passed unanimously.

**b. Review of May 2025 Financial Statements**

Ms. Olevia McNally presented the financial report for the period ending August 31, 2025. Board members reviewed revenue, expenses, and balance sheet items, and asked questions regarding certain line items, including membership and investor dues, accounting, CoLab expenses, and public funds. Ms. McNally indicated she would follow up with Frazier & Dieter to clarify budget alignment, allocations, and categorization of specific items and provide additional details at a future board meeting.

**4. Recommendation for Approval: Updates to Financial Policy\***

The Executive Committee reviewed proposed updates to the organization's financial and purchasing policies. The Committee agreed to raise the threshold requiring bids from \$10,000 to \$25,000 to align with City and County practices, confirming that bids will be required for purchases above this level, with exceptions permitted when justified and documented. Outdated sections on purchase orders were removed, along with references to positions and entities that no longer exist, and technical edits recommended by Saltmarsh and legal counsel were incorporated. The Committee also supported maintaining the \$75 cell phone stipend for employees using personal phones, with staff acknowledging in writing their responsibility for compliance with public records requirements. The revised policy will be presented to the full Board for review and approval.

**5. Preparation for Board Elections**

The Executive Committee discussed the upcoming Board elections and the recommendations expected from the Nominating Committee. No action or recommendation from the Executive Committee was needed, as the Nominating Committee will bring forward the official slate of candidates for Board consideration. Additionally, the Committee discussed the open seat for the City appointee and recommended Luke Henderson for the City's appointment to the FloridaWest board, to replace Matt Davis. FloridaWest will now reach out to the City to confirm whether they accept this recommendation.

**6. Recommendation of CO:LAB Rates**

The Board reviewed the proposed CO:LAB rates for Flex Desks, meeting and event rooms, and the Production Studio for FY2026. Flex Desk pricing includes tiered rates based on commitment duration, with longer-term leases incentivized. Meeting and event room rates were presented with hourly tiers and benefits, including tenant access and complimentary events/workshops. The Production Studio rates were outlined for room and equipment rentals, with discounts for tenants and Flex Desk users. After discussion, Mr. Tilley made a motion to recommend the CO:LAB rates to the Board. Mr. Byars seconded the motion, and the motion passed unanimously.

## **7. Office Reports:**

### **a. Community Information**

Mr. Chris Platé provided an update on regional economic conditions, noting that Escambia County, Florida reported an unemployment rate of 4.5% as of July 2025. He also highlighted a steady upward trend in the civil labor force, which reached 150,467 in August 2025. The board acknowledged these trends as valuable context for evaluating workforce and business development strategies.

### **b. Product Development**

Mr. Platé discussed Tech Park and getting a master design concept for the buildings approved through the City's ARC for that area. He said that they are also seeking a parking lot developer for the site.

Central Commerce Park had 2 bids come in for the Phase 2 master planning. Those engineering firms were BGE and Baskerville Donovan.

Finally, we are working on the documents for The Bluffs

### **c. Business Development**

Mr. Platé reported that the Business Retention effort has accumulated 56 touches with our existing firms so far in this fiscal year. Also, the retention effort and the new opportunity development has resulted in 31 projects to date for FY25. Those projects have a potential investment of \$1.54B, and 1,504 jobs. We have had four projects announce for the year totalling 180 jobs and \$78 million of capital investment.

### **d. CO:LAB: No Report**

### **e. Marketing:**

Chris Platé discussed the status of the marketing contract with Jeff Rogers of Buzz Marketing. Mr. Rogers' current contract expires September 30, 2025. While the organization had been exploring options for FY2026, including potential hourly arrangements, Mr. Rogers has decided not to renew his contract for the next fiscal year. He expressed appreciation for the partnership and committed to supporting a smooth transition before the contract ends.

## **8. Other Business:**

Mr. Platé provided a brief overview of the Memorandum of Understanding (MOU) between FloridaWest and the PEDC. A redline version of the MOU will be presented to the Board at the next meeting for review.

Mr. Platé noted the upcoming start of FloridaWest's new hire, Ashley Saba, on September 15, with members expressing positive anticipation

Danita shared information about two upcoming ribbon-cutting events: Pegasus Laboratories on September 18 at 10:00 a.m. (invite-only) and Tibbetts Lumber on September 19 at 4:00 p.m. (invite-only).

**9. Adjournment:**

Mr. Bear adjourned the meeting at 10:21 a.m.

Respectfully Submitted By:

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Dr. Charletha Powell, Secretary  
FloridaWest Economic Development Alliance