

MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
August 29, 2005

I. CALL TO ORDER

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Special Meeting on Wednesday, September 7, 2005. The meeting was called to order at 5:36 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following board members were present: Barbara Mulroy, Maria Block, Kim David Klahsen, Kerry Thomas and Antonio Aguilar. Board members Linda Spears and Lloyd Christian arrived after the start of the meeting.

The invocation was given by Kerry Thomas.

The Pledge of Allegiance followed the invocation.

III. MINUTES

None.

IV. PETITIONS & COMMUNICATIONS

None.

V. ACTION ITEMS

- 1. To discuss, review, and compose the job description for the CEO of the corporation.**

A motion was made by Barbara Mulroy and seconded by Lloyd Christian to delegate the drafting of the job description for the CEO of the corporation to the Administrative Assistant, Jana Barnes. The motion passed unanimously.

- 2. To discuss and consider the salary of the Administrative Assistant of the corporation.**

The temporary upgrade in salary for the Administrative Assistant was considered because of the additional duties and responsibilities taken on by the Administrative Assistant. The motion was made by Maria Block and seconded by Lloyd Christian. The motion passed unanimously.

VI. REPORTS

None.

VII. EXECUTIVE SESSION

The board retired to executive session at 6:32 p.m. and reconvened at 7:48 p.m.

VIII. FUTURE AGENDA ITEMS OR REQUESTED REPORTS


The following items were requested for a future agenda:

1. An action item to revisit the job training item previously voted on.

IX. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Maria Block and seconded by Linda Spears. It was adopted unanimously. The meeting was adjourned at 7:52 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 1st DAY OF
February, ~~2005.~~ 2006


SECRETARY OF THE CORPORATION