

**ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NORFOLK**  
**Meeting Minutes**

The Economic Development Authority of the City of Norfolk called, and held, a Board Retreat meeting on Friday, November 18, 2022, at 11:30 AM, 4th floor of the Assembly, 400 Granby Street, Norfolk, Virginia 23510.

**DIRECTORS PRESENT:**

Antonio Sisco – Chair  
Jeffrey Brooke – Vice Chair  
Jaeson Dandalides  
Richard Ottinger  
Henri Patten  
George Polizos  
Kelsey Host-Sarcone  
Carter Smith  
Morgan Whayland

**STAFF PRESENT:**

Sean Washington – Executive Director/Secretary-Treasurer  
Dawn Ryan – Assistant Secretary-Treasurer  
Katelyn Philleo – Secondary Assistant Secretary Treasurer

**COUNSEL PRESENT:**

Barry Hunter – Kaufman & Canoles, P.C.

**ABSENTEE DIRECTORS:**

Matthew Hales  
Kim Brown

**GUESTS:**

Robert Sharak - Department of Economic Development  
Mia Byrd - Department of Economic Development  
Tami Simonds - Divaris Real Estate

## **MEETING CALLED TO ORDER**

Chairman Sisco called the meeting to order at 11:57 AM and thanked staff and directors present for attending. He proceeded with the business of the meeting.

## **BRIEFING**

Chairman Sisco asked the Directors to review the minutes of the October 19, 2022, Board meeting and provide any comments or corrections. There being no comments or corrections, Chairman Sisco entertained a motion to approve the minutes as presented. Director Patten moved to approve the minutes, which was seconded by Director Dandalides and unanimously approved. (Vote 8-0-0). Later, upon further discussion by Director Sarcone, it was determined that the minutes needed to be corrected to add Sean Washington as Secretary-Treasurer to the slate of officers presented by the Nominating Committee and approved by the Directors. Director Sarcone moved to amend the minutes accordingly, which motion was seconded by Director Ottinger, and unanimously approved. (Vote 8-0-0)

## **AGENDA OVERVIEW**

Mr. Washington reviewed the agenda before proceeding.

## **REGULAR RETREAT MEETING**

Mr. Washington gave a brief overview of the history and purpose of the Economic Development Authority. He then presented an overview of the City of Norfolk's Department of Economic Development including an organization chart and transition matters.

Mr. Washington introduced Robert Sharak who presented information he was able to obtain regarding other Development Authorities within the Commonwealth of Virginia compared to the Norfolk EDA. Director Brooke requested more information regarding compensation of Directors.

Mr. Washington then introduced Tami Simonds, a representative of Divaris Real Estate who has been meeting with tenants of Military Circle Mall. Ms. Simonds briefly presented statistics regarding the tenants of

Military Circle Mall including rent abatement, write offs, longevity, and security deposits. There was a brief discussion among the Board members regarding the information presented.

Mr. Washington next gave a Financial Overview, which included a description of EDA Assets, bond administration fees, and the City audit process. Mr. Washington concluded by asking if there were any questions, to which there were none.

Mr. Washington introduced Mia Bryd to the Board to present on the future of the EDA from a marketing perspective. It was requested during the presentation that a boarding packet or binder be prepared containing the marketing presentation and other information shared throughout the meeting.

**NEW BUSINESS / UPDATES**

Mr. Washington reviewed the new business and updates section of the agenda. Mr. Washington confirmed the next Board meeting would be held on December 7, 2022.

Chairman Sisco asked if there were any additional questions or concerns. There being none, the meeting was adjourned at 3:20 PM.

Approved by 

Attachments:

1. Director's overview presentation
2. EDA Structures in the State of Virginia presentation
3. Marketing vision presentation