

**West Virginia First Foundation
Board of Directors
Minutes of December 15, 2023 Meeting**

Member Attendees:	Other Attendees:
<ol style="list-style-type: none"> 1. Steven Corder (Region 1) 2. Tim Czaja (Region 2) (online) 3. Mayor Tom Joyce (Region 3) 4. Jonathan Board (Region 4) (online) 5. Dr. Tony Kelly (Region 6) (online) 6. Matt Harvey (Appointee) 7. Jeff Sandy (Appointee) 8. Dora Stutler (Appointee) 9. Alys Smith (Appointee) 10. Greg Duckworth (Appointee) 11. Dr. Matthew Christiansen (Region 5) 	<ol style="list-style-type: none"> 1. Lewis Gianola PLLC, John Bsharah and Roy Cunningham 2. Members of the Press

I. CALL TO ORDER / OPENING REMARKS

Meeting called to order by Chairperson Matt Harvey at 3:00 p.m. Quorum established with 11 members present.

II. CONSIDERATION OF MINUTES

Greg Duckworth made a motion to approve the minutes from November 27, 2023 meeting and a second was made by Steven Corder. The minutes were approved by unanimous consent.

III. OLD BUSINESS

General discussion was held on RFPs for Banking Services, Accounting Services, and Investment Services lead by Chairperson Matt Harvey. The RFP's have been finalized and will be made available. John Bsharah noted that the WV First website will maintain a link for the RFP's and Lewis Gianola attorneys will circulate on request. The members can also send out and to keep a log of those requests and notify the law firm.

IV. NEW BUSINESS/GENERAL DISCUSSION

Jeff Sandy asked for approval of 2 invoices to be paid by Huntington Bank to Lewis Gianola PLLC for the amount of \$34,291.97 and \$17,929.48 payable to CPA Firm of Smith Cochran Hicks PLLC.

Matt Christiansen made a motion to approve payments to be made on the two invoices and a second was made by Tom Joyce. Motion was approved by unanimous consent. Jeff Sandy will notify Huntington Bank to proceed with payments.

V. DISCUSSION OF PERSONNEL

Matt Christiansen made a motion to go into Executive Session to discuss personnel. The second was made by Greg Duckworth. The motion carried with unanimous consent.

Members of the press that joined online were placed in the online waiting room by John Bsharah (online facilitator) and the one in-person press member was in a nearby conference room.

Employment issues were discussed pertaining to potential Executive Director.

Greg Duckworth made the motion to exit Executive Session and Matt Christiansen made the second. The motion passed unanimously.

A motion to present a formal offer to the Executive Director candidate was made by Dora Stutler and a second was made by Tony Kelly. Motion passed unanimously.

VI. ADJOURNMENT

Motion to adjourn was made by Steven Corder and seconded by Tony Kelly. The motion passed with unanimous consent.