

**MINUTES OF THE INDUSTRIAL DEVELOPMENT  
BOARD OF THE CITY OF BRISTOL TENNESSEE  
JUNE 26, 2023  
REGULAR MEETING**

**Board Members Present:**

Raj Venkataraman – Chair  
Logan McCabe – Vice Chair  
Jeff Jones – Secretary/Treasurer  
Lynn Dougherty  
Nancy Cook  
Wallace Elliott  
Jason Booher  
Lea Powers – Council Representative (ex-officio)

**Staff:**

Kelli Bourgeois – City Manager  
Tom Anderson - ED Department Director  
Matt Garland – ED Staff  
Hollie Verran - Finance  
Danielle Smith – City Attorney

**Also present:**

Clay Walker – NETWORKS  
April Eads – BTES  
Lynn Tully – TNECD  
Allison Woodward – TNECD  
Deidre Pendley – BTCS  
Heath Guinn – Sync.Space  
Ryan Shipley – Sync.Space

**Call to order:** Chairman Raj Venkataraman opened the June 26, 2023 Industrial Development Board Regular Meeting at 12:01 P.M. Roll call was made and Chairman Venkataraman declared a quorum present.

**Consent Agenda:** May 22, 2023 Regular Meeting Minutes, June 15, 2023 Called Work Session, and Financial Reports for Month Ending May 31, 2023 – Chairman Venkataraman asked if there were any additions or deletions to the minutes or financial report. Hearing none, a motion to approve was made by Mr. Booher and seconded by Ms. Cook. Motion passed.

**Facade and Existing Business Expansion Programs Report:** Mr. Garland provided a report to Directors regarding projects completed through the Facade and Existing Business Expansion Grant Programs. Mr. Garland reviewed the application, funding, and administration process. Discussion was held by Directors about remaining funding and possibly continuing the grant programs. Directors will be provided further information on other grant programs that will be utilized by partnering agencies in the coming months to allow for decisions to be made regarding use of available funds.

**RESOLUTION 23-2 – RESOLUTION AUTHORIZING A GRANT OF \$35,000 TO SYNC SPACE ENTREPRENEUR CENTER:** Mr. Anderson reviewed and explained the resolution. Mr. Anderson referenced the information regarding SYNC.SPACE that was

provided to Directors. Mr. Guinn reviewed the existing contract for services, answered questions from Directors regarding the contract for services, and discussed the development of physical space for an entrepreneur center. Mr. Booher made a motion to defer approval of Resolution 23-2 till the next IDB Regular Meeting pending modifications to the contract and Mr. Dougherty seconded. Motion carried.

**IDB FY 2023/2024 Appropriation from City of Bristol, TN:** Mr. Anderson reviewed financial information regarding funding appropriated by the City of Bristol, TN to the IDB. Mr. Anderson stated that Directors should be considering possible ways to utilize the funding provided. Mr. Anderson presented information detailing ways that funding can be used by the IDB. After Director discussion, it was decided that funding uses would be reviewed in an upcoming work session.

**Local Partners Update:** Clay Walker stated there are several projects moving forward in Bristol. Mr. Walker provided updates on other NETWORKS projects and reviewed several grant programs and site development programs that the local economic development team were currently working on. April Eads reiterated being very busy with the positive project activity. Ms. Eads also provided updates on a site visit by TVA and KPMG as well as planning for Teacher/Industry Day. Ms. Tully discussed the upcoming Governor's Conference on Economic and Community Development and Title VI Training as it pertains to incentivized industrial projects. Ms. Pendley discussed CTE career exploration that would now be beginning in sixth grade and that STEM Lab Projects that begin in eighth grade would now be eligible for high school credit.

**Adjournment:** There being no further business Chairman Venkataraman adjourned the meeting at 1:42 p.m.

Approved:

  
Raj Venkataraman, Chairman

Attest:

  
Jeff Jones, Secretary/Treasurer

Attachments:

1. Agenda

**THE INDUSTRIAL DEVELOPMENT BOARD OF  
THE CITY OF BRISTOL, TENNESSEE**

**REGULAR BOARD MEETING**

**MONDAY JUNE 26, 2023 – 12 PM**

**AGENDA:**

1. Call to Order
2. Roll Call
3. Consent Agenda
  - a. Minutes – May 22, 2023 Regular Meeting and June 15, 2023 Called Work Session
  - b. Financial Report – Month Ending May 31, 2023
4. Facade and Existing Business Expansion Grant Programs Report
5. RESOLUTION 23-2 - RESOLUTION AUTHORIZING A GRANT OF \$35,000 TO SYNC SPACE ENTREPRENEUR CENTER\*
6. IDB FY 2023/2024 Appropriation from City of Bristol, TN
7. Updates by local partners:
  - State of TN – Lynn Tully
  - NETWORKS – Clay Walker
  - BTES – April Eads
  - BTCS – Deidre Pendley
8. Directors Discussion
9. Adjourn

\*Tabled from May 22, 2023