



## Open Session Minutes

November 7, 2024

225 N. Center Street, Westminster, MD 21157

### I. Call to Order

The meeting was called to order at 9:00 am on November 7 by Sue Chambers.

Attendee Name	Title	Status
Sue Chambers	Chair	Present
Frank Dertzbaugh	Secretary	Present
Wanda Lynn	Treasurer	Present
Steve Bohn	Board member	Present via call
Carroll Yingling	Board member	Present

Other: Paige Sunderland, Dave Bowersox

### II. Approval of Minutes

Wanda Lynn moved to approve the minutes.

**RESULT: ADOPTED**

**MOVER:** Wanda Lynn

**SECONDER:** Carroll Yingling

**AYES:** Sue Chambers, Wanda Lynn, Steve Bohn, Frank Dertzbaugh, Carroll Yingling

### III. Audit Report

CliftonLarsonAllen joined via conference call to present the audit findings. The finding was a clean audit with no material weaknesses in internal controls. The auditor suggested two housekeeping tasks that Wanda will ensure are incorporated.

### IV. Treasurer Report

Ms. Lynn presented the report.

Mr. Dertzbaugh made a motion to accept the report.

**RESULT: ADOPTED**

**MOVER:** Frank Dertzbaugh

**SECONDER:** Carroll Yingling

**AYES:** Sue Chambers, Wanda Lynn, Steve Bohn, Frank Dertzbaugh, Carroll Yingling



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### V. Project Discussion

Ms. Chambers discussed potential development projects and presented the idea of the IDA building a spec building. She shared information on costs, market conditions, etc. that she received from a local broker. The Board discussed but made no motion on the topic.

Ms. Sunderland discussed the County's Master Plan update and encouraged Board members to follow and engage in the update.

### VI. Adjourn

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Frank Dertzbaugh  
Secretary

Next Meeting:  
TBD