

**World Trade Center Delaware  
Minutes of Meeting of the Board of Directors  
January 22, 2020 - 12:00 pm  
Location: WTC Delaware NEW OFFICE  
42 Reads Way, Suite B  
New Castle, DE 19720**

A regular meeting of the Board of Directors of the World Trade Center Delaware was held on January 22, 2020, at the WTC Delaware's new office at 42 Reads Way, Suite B, New Castle, Delaware. The meeting was called to order at 12:05 p.m. by the Chair of WTC Delaware, Melanie George Smith.

**The following members of the Board, who constituted a quorum, were present:**

Kathryn Bradley (on behalf of Eric Casey), Jacques Luben, George Kearns (call-in), Theophilus R. Nix, Jr., Esq., Dennis Rochford, Andrew Silverman (by proxy), Melanie George Smith, Charlie Tomlinson

**Absent :**

Michael Griffin, Elizabeth "Tizzy" Lockman, Brian McGlinchey, Anabel Panayotti, David Wilson

**Staff:**

Carla Stone, Nesrin Cakiroglu

**Guest:**

Patricia A. Cannon

**Introductory Remarks**

The meeting was convened by Chair Melanie George Smith at 12:05 p.m. President Stone introduced Ms. Patricia A. Cannon to the board members. Ms. Cannon is the director of special projects FTZ #99 and grantee administrator at the Delaware Division of Small Business and she was invited to the meeting to talk about Foreign Trade Zones and her role in Delaware.

**Meeting Minutes**

The meeting minutes for the WTC Delaware's November 20, 2019 Board meeting were presented by Chair Smith for review and approval. Upon a motion duly made and seconded, the meeting minutes of the November 20, 2019 Board meeting were approved.

**Treasurer's Report**

President Stone provided an overview regarding the status of WTC Delaware's finances and expenditures. President Stone also advised and presented to the Board the WTC Delaware's

projected FY 2020 January-June & FY July-June budget. The Board engaged in a discussion regarding the projected budget. Upon motion duly seconded, the projected budget was unanimously approved and adopted.

### **President's Report**

President Stone provided updates on the World Trade Center's operations and most recent workstreams. Updates/expense report on the relocation and upcoming overseas trips were shared with the Board. President Stone also provided an Income/Expense report of 2019 WTC Delaware Gala to the Board. The Board decided to hold 2020 WTC Delaware Gala in the month of October not to have any conflicts with other businesses since December is a much busier month to hold events because of the holidays.

### **Chair's Report**

Chair Smith announced that she is stepping down as chair but will remain on her position to make a smooth transition until replaced.

### **Next Meeting Date**

The next meeting of the Board of Directors will be held on March 27, 2020 from noon to 2:00 p.m. at the WTC Delaware's new location.

### **Adjournment**

Closing remarks and thanks were presented by Chair Smith. There being no further business before the Board, and upon a motion duly made and seconded, the meeting was adjourned at 1:15 p.m.