

**VILLAGE OF INNSBROOK  
COMMUNITY DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETING MINUTES**

Innsbrook Village Hall  
1835 Highway F, Innsbrook, MO 63390  
Tuesday, September 19, 2023, 6:00 PM

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) ADOPTION OF AGENDA
- 4) APPROVAL OF MINUTES
  - a. January 10, 2023
  - b. September 15, 2023
- 5) APPROVAL OF FINANCIAL REPORTS
  - a. January 2023 - August 2023 Financial Reports
  - b. Bills of the Month
- 6) OFFICER REPORTS
- 7) COMMITTEE REPORTS
- 8) UNFINISHED BUSINESS:
  - a. Status Update – Village Administration Building
- 9) NEW BUSINESS:
  - a. Appointments of the Board of Directors
  - b. Election of Officers
    - i. President
    - ii. Vice President
    - iii. Secretary/Treasurer
- 10) ADJOURNMENT

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MINUTES

The Tuesday, September 19, 2023 meeting of the Village of Innsbrook Community Development Corporation Board of Directors was held at Innsbrook Village Hall and called to order at 7:10 PM (CST) with Vice-President Dan Reuter presiding.

Upon roll call, Cynthia Cook, Dan Reuter and Donna West were present. Others in attendance included Village Administrator/Clerk - Carla Ayala, Mike Lyles and John Simon.

**ADOPTION OF AGENDA**

Motioned by Cynthia Cook, seconded by Donna West, to approve the agenda. All Directors present voted "Yea". Motion passed and approved with a 3 "Yea", 0 "Nay" vote.

**APPROVAL OF MINUTES**

Motioned by Cynthia Cook, seconded by Donna West to approve the January 10, 2023 and September 15, 2023 meeting minutes. All Directors present voted "Yea", motion passed and approved with a 3 "Yea", 0 "Nay" vote.

**APPROVAL OF FINANCIAL REPORTS**

The January 2023 through August 2023 financial reports and bills of the month were distributed and viewed by all Directors in attendance. Motioned by Donna West, seconded by Cynthia Cook to approve the financial report and bills of the month. All Directors present voted "Yea". Motion passed and approved with a 3 "Yea", 0 "Nay" vote.

**OFFICER REPORTS**

Donna West extended thanks to Dan Reuter for making phone calls.

COMMITTEE REPORTS

Discussion was not held.

UNFINISHED BUSINESS:

- a. Status Update; Village Administration Building – Discussion was held during the Board of Trustees meeting held prior to this meeting. Cochran will be contacted about the building design renderings. Village Administrator Ayala stated that she had talked to Joe McGowen at Cochran about the feasibility of using a mobile trailer vs. staying in current building. A General Contractor will be contacted to get a square foot price for construction.

NEW BUSINESS:

- a. Appointments of the Board of Directors – Motioned by Cynthia Cook, seconded by Donna West to appoint Mike Lyles to the Board of Directors. By roll call vote, Cynthia Cook – “Yea”, Dan Reuter - "Yea", Donna West - "Yea". With a 3 "Yea", 0 "Nay", 0 Abstain vote, Mike Lyles was appointed to the Board of Directors. This appointment fills the vacancy left by Jeff Thomsen. Mike Lyles then joined the Board of Directors to finish this meeting. Motioned by Donna West, seconded by Cynthia Cook to appoint John Simon to the Board of Directors. By roll call vote, Cynthia Cook – “Yea”, Mike Lyles – “Yea”, Dan Reuter - "Yea", Donna West - "Yea". With a 4 "Yea", 0 "Nay", 0 Abstain vote, John Simon was appointed to the Board of Directors. This appointment fills the vacancy left by Ted Sator. John Simon then joined the Board of Directors to finish this meeting.
- b. Election of Officers
  - i. President – Cynthia Cook nominated Dan Reuter as President of the Board of Directors. No other nominations were made. Motioned by Cynthia Cook, seconded by Mike Lyles, to appoint Dan Reuter as President of the Board of Directors. By roll call vote, Cynthia Cook – “Yea”, Mike Lyles – “Yea”, Dan Reuter - Abstain, John Simon – “Yea”, Donna West - "Yea". With a 4 "Yea", 0 "No", 1 Abstain vote, motion passed and approved.
  - ii. Vice President - Cynthia Cook nominated John Simon as Vice President of the Board of Directors. No other nominations were made. Motioned by Cynthia Cook, seconded by Mike Lyles, to appoint John Simon as Vice President of the Board of Directors. By roll call vote, Cynthia Cook – “Yea”, Mike Lyles – “Yea”, Dan Reuter - "Yea", John Simon – Abstain, Donna West - "Yea". With a 4 "Yea", 0 "No", 1 Abstain vote, motion passed and approved.
  - iii. Secretary/Treasurer – Dan Reuter nominated Donna West as Secretary/Treasurer of the Board of Directors. No other nominations were made. Motioned by Dan Reuter, seconded by Cynthia Cook, to appoint Donna West as Secretary/Treasurer of the Board of Directors. By roll call vote, Cynthia Cook – “Yea”, Mike Lyles – “Yea”, Dan Reuter - "Yea", John Simon – “Yea”, Donna West - Abstain. With a 4 "Yea", 0 "No", 1 Abstain vote, motion passed and approved.

ADJOURNMENT

Motioned by Dan Reuter, seconded by John Simon, to adjourn the meeting. All Directors present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay" vote. Meeting adjourned at 7:29 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Directors held on Tuesday, September 19, 2023.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: \_\_\_\_\_

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Donna West,  
Secretary/Treasurer

(seal)

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Attest: Carla Ayala,  
Village Administrator/Clerk