

**Old Sixth Ward Redevelopment Authority, Houston Texas**  
**Board of Directors Meeting**

Minutes of the Board of Directors meeting held Tuesday, January 13, 2004 at 6:15 p.m. at the Dow School, 1900 Kane, Houston, Texas 77007.

**Present at the meeting:**

**Board of Directors**

Jane Cahill  
Martha Diaz  
Steve Kirkland  
Larissa Lindsay  
Liz McMillin  
Chuck Stava

**Consultants**

Parke Patterson, Allyson Koether, Zone Administrators  
Lisa Helfman, Zone Attorney

**City of Houston**

Clark Lord, City Legal Department  
Julia Gee, City Planning Department

**Call to Order**

Noting that six (6) Board members were present, Chairwoman Cahill called the meeting to order at 6:20 p.m.

**1. Introduction of attendees**

The meeting attendees introduced themselves.

**2. Receive public comment**

There was no public comment.

**3. Discuss and take appropriate action with regard to minutes of the September 9, 2003 meeting**

On a motion made by Board member Kirkland and seconded by Board member McMillin, the Board voted to approve the minutes with six (6) votes in favor, zero (0) against, and zero (0) abstention.

**4. Receive update from MECA regarding the Dow School project; discuss matters relating to the Dow School**

MECA's "Capital Campaign" color brochure was passed around for Board members to see. Board members were also entertained with a mini-concert by a MECA Mariachi band and presented with a painting in celebration of the successful Dow School purchase.

**5. Receive financial update from Lindsay McWilliams, CPA.**

Lindsay McWilliams reviewed financial statements as of December 31, 2003. He will correct the wording on the statement of activity to reflect "accumulated deficit/or reserve."

**6. Discuss and take necessary action with regard to initiating a comprehensive master plan for the Zone.**

Chairwoman Cahill noted that Planning Director Bob Litke has not yet approved the Goodman contract despite his previous commitment to do so. Parke Patterson stated that several elements of a typical comprehensive master plan are already complete. Remaining elements include: historic preservation, safety/security, transportation and financing for public improvements. Parke Patterson will provide the Board with example plans from other entities. No action was taken.

**7. Discuss and take necessary action with regard to reviewing historic preservation measures for the Zone.**

The Historic Preservation plan is in its third draft. Originally, Mr. Bob Litke wanted it to overlay Chapter 42 but due to elapsed time, this issue will need to be revisited. No action was taken.

**8. Discuss and take necessary action with regard to preparing application for 501c(3) status.**

Lisa Helfman indicated that it would cost approximately \$3,000-\$5,000 to prepare the application for the 501c(3) status.

On a motion made by Board member McMillin and seconded by Board member Kirkland, the Board voted to authorize Vinson and Elkins to prepare the application for 501c(3) status with six (6) votes in favor, zero (0) against, and zero (0) abstentions.

**9. Discuss and take necessary action with regard to the 2004-05 fiscal year budget.**

Parke Patterson presented Draft 1 of the fiscal year budget.

On a motion made by Board member McMillin and seconded by Board member Kirkland, the Board voted to approve the draft budget for presentation to the City with six (6) votes in favor, zero (0) against, and zero (0) abstentions.

**10. Discuss and take necessary action with regard to establishing a second location for the retention of permanent Authority and Zone documents.**

Permanent documents reside at the offices of Vinson & Elkins and accountant Lindsay McWilliams. Board member Cahill requested more accessibility of the documents. No further action was taken.

**11. Discuss and take necessary action with regard to invoices.**

On a motion made by Board member Kirkland and seconded by Board member McMillin, the Board voted to approve Parke Patterson's invoices 2003-33, 2003-34, 2003-35, 2003-36; Chris Gooms invoices #3182 and #3185; and Vinson and Elkins invoices #25061454, #25067533, #25071500, #25073712, with six (6) votes in favor, zero (0) against, and zero (0) abstentions.

**12. Receive report from Attorney, Administrator, CPA**

Parke Patterson presented a calendar of meetings for 2004.

**13. Other matters to come before the Board.**

There were no other matters.

**14. Consider adjournment.**

On a motion made by Board member Kirkland and seconded by Board member McMillin the Board voted to adjourn the Old Sixth Ward Redevelopment Authority meeting at 7:53 PM with six (6) votes in favor, zero (0) against, and zero (0) abstentions.

By: Jane M Cahill

Printed Name: Jane M Cahill

Title: Chair

Date: Feb 10, 2004

Attest: Elizabeth D. McMillin

Printed Name: Elizabeth D. McMillin

Title: Secretary

Date: 2/10/04

**Tax Increment Reinvestment Zone Number Thirteen, City of Houston  
Board of Directors Meeting  
(Also known as the Old Sixth Ward Reinvestment Zone)**

Minutes of the Board of Directors meeting held Tuesday, January 13, 2004 at 6:15p.m., at the Dow School, 1900 Kane, Houston, Texas 77007.

**Present at the meeting:**

**Board of Directors**

Jane Cahill  
Martha Diaz  
Steve Kirkland  
Larissa Lindsay  
Liz McMillin  
Chuck Stava

**Consultants**

Parke Patterson, Allyson Koether, Zone Administrators  
Lisa Helfman, Zone Attorney

**City of Houston**

Clark Lord, City Legal Department  
Julia Gee, City Planning Department

**Call to Order**

Noting that six (6) Board members were present, Chairperson Cahill called the meeting to order at 7:54 PM.

**1. Introduction of attendees**

The attendees introduced themselves.

**2. Receive public comment**

There was no public comment.

**3. Discuss and take appropriate action with regard to minutes of the September 9, 2003 meeting**

On a motion made by Board member Kirkland and seconded by Board member McMillin, the Board voted to approve the minutes with six (6) votes in favor, zero (0) against, and zero (0) abstentions.

**4. Receive update from MECA regarding the Dow School project; discuss matters relating to the Dow School**

There was no discussion.

**5. Discuss and take necessary action with regard to actions taken by the Old Sixth Ward Redevelopment Authority at its meeting on January 13, 2004.**

On a motion made by Board member Kirkland and seconded by Board member McMillin the Board voted to adopt the earlier actions taken by the Old Sixth Ward Redevelopment Authority with six (6) votes in favor, zero (0) against, and zero (0) abstentions.

**5. Other matters to be presented by the Board Members**

There were no other matters.

**6. Consider adjournment**

On a motion made by Board member Kirkland and seconded by Board member McMillin the Board voted to adjourn the meeting at 7:55 PM with six (6) votes in favor, zero (0) against, and zero (0) abstentions.

By: *Jan M Cahill*  
Printed Name: Jan M Cahill  
Title: Chair  
Date: Feb 10, 2004

Attest: *Elizabeth D. McMillin*  
Printed Name: Elizabeth D. McMillin  
Title: Secretary  
Date: 2/10/04