



**FRIDAY, FEBRUARY 14, 2025, 11:30 AM
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

ANNUAL MEETING-RESCHEDULED

ATTENDEES

Members

Megan Jackson
Zach Lowry
Jake Shelton
Tiffany Hillsman
David Bradley
Ken Huddleston

Office

Chairman
Vice Chairman
Secretary/Treasurer

Guests

Rebecca French
Oslin Gulick
Zach Huddleston

6 members /3 guests

CALL TO ORDER

The February 14, 2025, the special called meeting to reschedule the Annual Meeting of the Public Building Authority of the City of Manchester, Tennessee was called to order at 12:09 PM by Megan Jackson, Chairman, presiding. The January meeting was cancelled due to snowstorm. Minutes were recorded by Oslin Gulick.

CITIZEN COMMENTS

- None made.

BYLAWS

- **Zach Lowry moved to include “members whose terms have expired, but for whom no suitable replacement has been nominated by the board of mayor and aldermen to continue as voting members of our board until such a replacement is made” into the Bylaws.** David Bradley seconded the motion. The concern for this to be included has come from term limits expiring without a replacement director being named by Manchester BOMA. When called for a vote, the motion passed.
- **Jake Shelton moved to change the regularly scheduled meeting to date to the second Tuesday of the month at 7:00 PM.** Ken Huddleston seconded the motion. The location will remain at MCCCC. With no further discussion, the motion passed.

ELECTION OF OFFICERS

- **Nominations**
 - Chairman: Megan Jackson
 - Vice Chairman: Zach Lowry
 - Secretary/Treasurer: Jake Shelton
 - Public Relations Officer: Ken Huddleson

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- **Each office was voted on individually. All received unanimous votes of members present.**

ADJOURN

- Chairman Jackson adjourned the meeting at 12:17 pm.

Signed, Megan Jackson, Chairman

Minutes completed and typed by Oslin Gulick March 11, 2025.