

**PORT OF COLUMBIA**  
Special Meeting Minutes  
June 22, 2021

Chairman Commissioner Marvin opened the meeting at 3:30 pm

**Present Via Zoom:** Commissioners Earle Marvin, Sean Milligan, and Shawn Brown, Executive Director Jennie Dickinson and Port Office Manager Melody Shahan.

Commissioner Marvin asked for any public comments. None at this time. Commissioner Marvin closed the public comments.

**Administrative Items:** Consider approval of Agreement for Services with Tell-It Media for Marketing Consulting Services.

Commissioner Milligan requested that in item #1 Purpose, the word "drive" be changed to "attract". Same change throughout document. He also noted that in item #2 Service Cost, a modification needs to be made for consistency throughout the document by using the word "agreement" in place of "contract".

Commissioner Marvin asked that in line #3 Reporting, the final report expire on October 30<sup>th</sup> instead of October 31<sup>st</sup>. He also stated that in item #8 Termination, should read "Termination Agreement".

Commissioner Milligan further noted that in line item #3 Reporting, it read "estimated" and suggested it be changed to "estimate"

Commissioner Marvin asks if there are any further comments from his fellow commissioners. None were made.

Commissioner Milligan moved to approve the agreement with the suggested changes. Shawn Brown seconded it. Motion carried unanimously.

A motion to approve Jennie to sign the contract on behalf of the Port was passed at the June 9, 2021 meeting.

**Approval of vouchers:** Voucher #11169 to Tell-It Media was approved for payment.

Commissioner Marvin adjourned the meeting at 3:37pm.

  
Sean Milligan, Secretary