

Special Tomball EDC Agenda Item Data Sheet

Meeting Date: September 23, 2025

Topic:

Consideration and possible direction from the Tomball EDC Board of Directors regarding the format of the 2025 Meeting Calendar, prior to final presentation and adoption in November.

Background:

The Tomball Economic Development Corporation (TEDC) By-laws require that the Board of Directors adopt a resolution annually establishing the schedule of regular meetings. Traditionally, the calendar is presented at the November meeting for approval, with meetings scheduled every other month.

During the past year, the TEDC has called four special meetings in addition to its regular schedule. These meetings were necessary to address time-sensitive matters requiring Board action. Looking ahead, with the Tomball Legacy Square project entering active phases, staff anticipates an increased need for additional Board meetings over the next several years to review contracts, approve expenditures, and provide timely direction on project milestones.

Given this context, discussion has taken place regarding whether the Board should shift from a bi-monthly meeting structure to monthly regular meetings. Moving to a monthly calendar may reduce the need for special meetings and provide more consistent opportunities for Board engagement and timely decision-making. However, such a change would also increase Board and staff commitments and should be considered carefully in light of anticipated workload and organizational capacity.

Staff seeks Board direction and feedback on whether to:

1. Maintain the current bi-monthly meeting structure with special meetings as needed, or
2. Transition to a monthly meeting schedule beginning in 2026, to be formally adopted by resolution at the November meeting.

Origination: Kelly Violette, Executive Director

Recommendation:

Party(ies) responsible for placing this item on agenda: Kelly Violette

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Signed _____	Approved by _____
Staff Member-TEDC _____	Executive Director-TEDC _____
Date _____	Date _____

