

**Industrial Development Authority of the Town of Front Royal and The County of Warren,  
Virginia, trading as  
ECONOMIC DEVELOPMENT AUTHORITY  
P.O. Box 445, 400-D Kendrick Lane  
Front Royal, VA 22630  
540.635.2182**

**SPECIAL MEETING NOTICE:**

**Friday, April 24, 2020 8:00 a.m.**

Due to the state and local state of emergency declarations, this meeting will be conducted virtually via *Zoom*, as will all meetings until further notice:

- EDA Vice-Chair Jeff Browne will be the moderator.
- Only the EDA Board of Directors and staff, EDA Legal Counsel, and town and county officials will have speaking privileges.
- The public and press are invited to view the proceedings such as they would if it were a typical face-to-face meeting.
- The agenda and board packet for the meeting will be posted on the EDA website [www.wceda.com](http://www.wceda.com).
- Please note that the time allotted for the Closed Meeting is approximate. The Board will be as conscientious as possible but delays are inevitable. We ask you to be flexible.

**Instructions**

**Phone**

If you would like to participate by phone, you can access by one of the following choices:

- 1 301 715 8592 US
- 1 646 558 8656 US

**Computer/laptop/tablet**

1. Make sure you have speakers, a microphone (or combo headset), and internet access. The webcam option is available but not required.
2. Click or copy and paste the meeting link below into your internet browser (**Chrome** is the most compatible browser) <https://zoom.us/j/96139377067>
3. In the pop-up window that appears, click “open zoom”.
4. If you are prompted to stall a file a zoom.exe file, click ‘yes’ or ‘save’. (*Please note, you do not have to install the app to participate in the meeting.*)
5. You will be prompted to type your first and last name and to choose the video and audio options that will allow you to hear and view the meeting.

6. If you are prompted, enter the following information: **Meeting ID-961 3937 7067**
7. If you experience technical difficulties, please contact Gretchen Henderson, Administrative Assistant, at 635-2182 or [ghenderson@wceda.com](mailto:ghenderson@wceda.com)

### **Closed Meeting Procedures-Public Information**

1. When the Board goes into Closed Meeting and you are a citizen or a member of the press, you will need to click 'leave meeting' in the lower right corner of the meeting window.
2. Closed Meeting will last approximately 1 hour. In order to rejoin the public portion of the meeting, you will need to open a new browser tab or window and log in with the original meeting address.
3. If the Closed Meeting has not concluded, a pop up will appear telling you the meeting is locked. You will need to repeat #2 above until the meeting is unlocked and the board returns to Open Meeting.
4. If you would like an email notification when the EDA board is approximately 5 minutes from ending the Closed Meeting, please email Administrative Assistant Gretchen Henderson at [ghenderson@wceda.com](mailto:ghenderson@wceda.com) by 9 a.m. Friday, April 24.