



Office of Business Opportunities, 1401 Main St, 4<sup>th</sup> Floor, Columbia, SC 29201 • Phone: 803-545-3950 • Fax: 803-255-8912

**City of Columbia**  
**Commercial Revolving Loan Fund Committee Meeting**  
**Wednesday, December 28, 2025**  
**1:00 p.m.**  
**Meeting Minutes**

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**Committee Members on Zoom:** Dr. Jennifer Bishop, Ms. Felicia Kilgore, Mr. Ryan Coleman, Ms. Jane Downey, Mr. Andrew Rabuck, Ms. Mary Sparrow,  
**Staff Members on Zoom:** Ms. Shontay Cooper, Mr. Bret Whiting, and Ms. Tonya DeBerry-Porter

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I. **Welcome:**

*Dr. Jennifer Bishop, Chair, called the meeting to order at 1:05 p.m. with a full quorum present.*

II. **Approval of Agenda (\*):**

Motion: Dr. Jennifer Bishop

Approved by: Ms. Jane Downey

Seconded by: Mr. Ryan Coleman

**Outcome: Motion passed unanimously.**

III. **Approval of December 4, 2025 Meeting Minutes (\*):**

**An amendment was proposed to add Andrew Rabuck to the list of Committee attendees.**



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Dr. Jennifer Bishop made a motion to approve the December 4, 2025 meeting minutes as amended. The motion was approved by Ms. Jane Downey and seconded by Ms. Mary Sparrow  
**Outcome: Motion passed unanimously.**

**IV. Vote: Loan Modification Request: JDS Express, LLC (\*):**

Mr. Bret Whiting presented details of why the borrower is requesting loan modification request. A good faith payment of \$500 was made on December 16, 2025, to reinstate her monthly payments.

The borrower requested that payments currently in arrears be moved to the end of the loan term by extending the total number of payments. The proposed modification would reduce the monthly payment to \$250, apply the extension to cover arrearages, and maintain the payment due date on the first of each month. The motion was approved by Ms. Jane Downey and seconded by Mr. Ryan Coleman.

**Outcome: Motion passed unanimously.**

**V. Vote: Loan Renewal Request: Uptown Gifts on Main, LLC (\*):**

Mr. Whiting, reported that the borrower previously satisfied a loan opened on December 22, 2020, in the amount of \$60,000.00, has paid as agree. The borrower is not requesting a renewal for an additional five-year term (60 months) beginning at the current maturity date of February 31, 2026. The motion was approved by Ms. Jane Downey and seconded by Ms. Mary Sparrow



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**Outcome: Motion passed unanimously.**

VI. **Executive Session:**

No executive session was held

VII. **Adjournment:**

The meeting adjourned at 1:22 p.m.

*(\* Indicates committee approval required.*