



NORTH CENTRAL WASHINGTON ECONOMIC DEVELOPMENT DISTRICT MEETING

Board and Membership Meeting

May 13 - 9:00-11:00 AM - TwispWorks, Twisp, WA

DRAFT MINUTES

Chris Branch opened the meeting at TwispWorks, and everyone introduced themselves. Amy Stork, TwispWorks Director, welcomed the meeting and gave a brief history on the facility.

NCWEDD By-Laws

Chris clarified that the Bylaws don't need to be amended for the location of the meeting, due to Article V, Section 1. A 10-day notice was given in writing to the board members for the location change. By-Laws will be reviewed by Jim Huffman and a committee.

Consent Agenda

Chris Branch presented April Board meeting minutes. **Motion to approve made by Wendy Isenhardt, seconded by Bill Haven. No discussion. All in favor, motion passes.** Chris presented the April Plug-In NCW meeting minutes. **Motion for acceptance made by Karen Rutherford, seconded by Wendy. All in favor, motion passed.**

Financial Report

Carol Cowling presented budget including 2015 revenue/expenses, summary of current EDD grants, Chelan Douglas Trend, and 2015 EDD Dues. Expecting an invoice from EWU for CD Trends for \$19,000. Close to reaching budgeted amount for DUES, letters have been sent to a few entities who have not paid yet. For the EDA grant, we are required to match 50/50. Carol offers to give more information if requested. Since we haven't had a director for 7 months, we have excess from salary. Carol has confirmed with EDA that we could extend the time period on the scope of the grant if needed. We will need to have some equipment for the new director like a desktop computer, laptop, desk, file cabinet, supplies.

Karen got a request for a conference call with Sharon Metiva, EDA. She will arrange that with Sharon and Chris Branch. Karen emphasizes the need to plan now for next years budget. Carol will take the lead. Amy will identify areas in the grant that may need to be extended, and can work with the new director. Janet Wilson asked about the range of membership dues. It was based on population, and this can be re-visited by the board in the next budget cycle. EDD asked to send out dues invoices earlier since cities begin budget planning in July. Amy asked if in-kind support could serve in lieu of dues. Carol and Chris both offer reasons why that is not ideal. Jim DeTro asked about the RC&D moneys. Chris: it is still pending, waiting for a closeout payment from the By-Way grant.

Chris asked for any further discussion on the budget. Carol shared insurance costs: \$970 for D&O, \$513 for basic liability, and adding WVC office location to add \$390. Plug-In and other volunteers are covered under the D&O policy. Carol reports that we are doing ok in relation to last year. Wendy shares that City of Chelan dues are fair amount, "a bargain" as they feel they get value from it. **Motion to approve budget made by Wendy, seconded by George Buckner. All in favor. None opposed. Motion passed.**

Board Chair Report

- **2015 Dues** - already been discussed.

- **Board of Directors Membership** gaps. Roni will get a hold of the NCW Hispanic Chamber to see if they are interested in reciprocal membership. Steve suggests a connection with the North Central Regional Library. Amy was asked by the library district to write a letter of support for their application to be a Funding Information Network Partner. Amy will open the conversation on EDD involvement. Jim Huffman asks to create a list of regional entities. Wendy shares how well this ties in to the Revisioning and the new director's opportunity to reach out to the region. Nancy Warner suggests connecting with the Okanogan Highlands as an area of active entrepreneurship. Karen shares that the new EDA regulations eliminates the requirement for the EDD board to have certain sectors represented, but rather just broad representation of the main economic interests of the region. In other words, we no longer have these pin-pointed, it broadens the options for who can sit on the board. Jim Huffman offers to look at the Bylaws to recommend and explore how to retain the regional representation. Steve suggests that Malaga be represented and he could reach out to them for representation on the board.
- **Board Committees.** Need to form new committees. **Office Committee** ad hoc "disappearing committee" to secure the terms of an office, including "Outreach Office" in region. Pateros is offering space, at no cost. Karen mentions the value of the match from WVC for office space. So, a space benefits EDD because of a cash match for the grant. Nancy suggests and Stacy will look into the Omak WVC campus. The current MOU is expired, and Stacy will stay in contact with the college about continuing. Economic Alliance can offer space any day except Wednesdays. **Office Committee: Stacy, Roni, Karen. George Brady.**
- **Fiscal policy** for EDD being a fiscal agent is put to the future. New director can advise on this. Jim Huffman will work new director, and with Wendy Dalpez who has experience with By-Laws.
- **Wildfire Recovery Grant** – Received letter from EDA that we are in the process but need to refine the scope of work. Since so much time has passed, the scope of work will need to be refined, so this grant is valuable to the region. **Board committee: Chris Branch, George Brady, Roni Holder-Diefenbach** will serve on this committee. Chris shared that EDA asks for greater emphasis on disaster resiliency. Roni shares the importance of having the stakeholders come together to review the new scope. George will contact the Snohomish County Economic Alliance contact Glenn Coil for input on their strategies.
- TOTA task force – come back if there is time.

New Executive Director Hire

Chris shared that the hire process included reviewing 30 qualified applicants, video conference with the top 8, personal interviews and "meet and greets" with the top 3. The Hire Committee carefully considered the top 3 candidates. 2 were very close top contenders and Chris initiated conversation and reference checks for both. One dropped out for personal reasons, his wife got into grad school. Chris moved forward with the other, to check references and a criminal background check via GoodHire which was completed with no concerns. This candidate is experienced with rural communities, with economic development, and has worked for a Nevada Congressman. Karen confirmed his deep knowledge of this field. Jim Huffman will look at adding a performance review into the By-Laws. Roni suggests that the new director work with the board to create a personnel policy manual and clarify the designated powers of staff. Hire Committee will evolve into a Personnel Policy Committee. Email Chris if you have input on Personnel Policy content.

The Hire Committee recommends Michael Guss to be hired as Executive Director. **MOTION: Wendy made a motion to approve this recommendation and offer the job to Michael, Jim Huffman seconds, Karen thirds.** All in favor. None opposed or abstaining. Motion approved.

Committee Reports

- CEDS Committee - Stacy will work with new director on the CEDS process when he is hired. CEDS is the priority and first responsibility for new director.
- Revisioning Committee – Wendy says the next step will be the new director going out to interview the region to get input from the partners in the region, so the EDD can reflect and understand their needs.

- Prioritization Committee - Amy presented the final 6 projects, -- complete applications due Friday. Craig Larsen is the committee chair and will guide the final ranking.

New Committees

- CD Trends committee: Stacy presented a list of current indicators. EDD has the contracted ability to add 3 more indicators this year. There has been conversation among the other funders about selecting the other indicators. Board committee can manage communications with Dr. Jones, and the supporting entities, and select 3 indicators to add to the Trends. Committee may be made up of others outside EDD who are funders of the Trends website. **Committee: Steve King, Nancy Warner. Mark Spurgeon and Shiloh Schauer** will be asked. Dr. Jones suggested looking at Priority Spokane. Committee would weigh in on the newsletter also. Karen shared the history of the community process when this started and that it is a great outreach for the EDD.

IRIS Community Success Summit

\$500 level is a Sustaining Sponsor, recognition in program, and EDD can have a visible display table, and one Gathering Our Voice recording. EDD could give some staffing time to help with registration. EventBrite is an option, but there is a fee. Roni has a free option, so we'll work together for the EDD to provide online registration. Wendy shares how much the IRIS mission is in line with the EDD's mission. The EDD has never been a sponsor before. Chris says how important outreach is, and this is an opportunity to actually participate at the event. Keith Soderstrom is pleased that it will be in Waterville, on November 12. Bill Haven shares how it is a boost for the host cities. **Motion to be a \$500 level sponsor of the IRIS Success Summit** made by Stacy, Wendy seconds. All in favor, none opposed. Motion passes. Wendy offers to help work on the booth.

Quest Loan Fund

George Buckner shares that 3 loans have been paid off recently. Board consists of 5 people, 3 of which are from EDD board. The fund is in good financial shape.

For EDD eNewsletter: IRIS summit, New director, (also PR, Wenatchee Valley Business Journal interview, picture) and wildfire grant (when finished), meeting in Twisp with photos.

New Business

New members can select a committee and let Amy know. For CEDS committee, please confirm with Stacy. Steve will serve on CEDS committee instead of Allison. Suggestion to add Keith to Via 97 TOTA committee, Keith accepts. Entrepreneurship committee, remove Marilynn Lynn, and add Wendy Dalpez. Chris asks each committee to identify the chair of each committee. Amy will draft committee lists and circulate.

Nancy suggests that Community Choice and the Health Districts would like to present to the EDD Board in the future about health care reform. Quarterly cycle for travel locations. June we have lined up with Chumstick Coalition for June in Chelan.

Board feels the importance to not cancel the August board meeting, and keep meeting monthly during this summer.

Stacy moves to adjourn, Steve seconds. Correction to April Minutes: Kari Gover Weir, Janet Wilson and Wendy Dalpez were designated and approved to serve on the board of directors.

The mission of the NCWEDD is to promote diversification and development of existing and potential economic opportunities that enhance the stability and future of the NCW region.