

**NORTH CENTRAL WASHINGTON ECONOMIC DEVELOPMENT DISTRICT  
(NCW EDD)  
ANNUAL BUSINESS MEETING**

December 11, 2013  
135 Johnson Avenue  
Chelan City Hall  
8:45-10:15 AM

*Karen Rutherford called the meeting to order at 8:46 a.m.*

**MEMBERS PRESENT**

Karen Rutherford, City of Wenatchee  
Chris Branch, City of Oroville  
Russell Clark, City of Rock Island  
Gail Howe, City of Pateros  
Bill Haven, City of Entiat  
Wendy Isenhardt, City of Chelan  
Kurt Danison, City of Tonasket  
Roni Holder-Diefenbach, Economic Alliance  
Allison Williams, City of Wenatchee  
Kim Ustanik, City of Manson  
George Buckner, City of East Wenatchee  
Craig Larsen, Port of Chelan County  
Jon Culp, City of Okanogan  
Ken Stanton, Douglas County

**STAFF and GUESTS PRESENT**

Jennifer Korfiatis, NCW EDD  
Dayla Culp, NCW EDD  
Carol Cowling, SDCD

## **NCW EDD Meeting Minutes**

### **Approval of Minutes**

- *Gail Howe moved to approve the September 11, 2013 Membership Meeting, and December 4, 2013 Executive Committee meeting minutes, Wendy seconded and the motion was carried with one abstention.*

### **Current Status of NCWEDD**

The EDD fiscal cycle runs from July 1 to June 30. The annual planning grant with the EDA was done in June of 2013 and sent in. The grant package was reviewed in Seattle in sometime mid June and Jennifer received word in September that some of the requirements had changed between the time of the submittal and the review date. Jennifer made the required changes and submitted the package again which was verbally approved in September. Due to the federal furlough, application packets were set to be delayed.

The EDD had been, to this time, running on the reserve money of the EDD while waiting for the planning grant to be approved and distributed as well as a reimbursement from the finished Entrepreneurship grant. The executive committee met and determined that it would be best for the EDD staff to furlough until the grant monies were distributed.

During the time the EDD staff was furloughed, Jennifer was asked again to repackage and resubmit the planning grant application. This was done and award documents came on October 21, 2013. They were signed and mailed back on October 22, 2013. Payment was authorized on November 15, 2013 and funds were released November 20, 2013. All told, EDD was down for approximately nine weeks.

The Entrepreneurship grant ended June 30, 2013 and all paperwork was submitted to the Seattle office. To date the reimbursement funds have not been received. EDA asked that the EDD file for an extension and submit two financial reports on the previous two extensions filed by the EDD. Reports will be submitted by week's end.

EDA has said that this type of delay in funding will be the "new normal" due to EDA being short staffed.

Other EDD's are more diversified so funding delays are not as critical.

Ideas for future financial continuity will be forwarded to the finance committee to be discussed. The finance committee will then suggest a plan to the membership.

### **Nomination Committee**

In the months prior to the Annual Business Meeting, a nomination committee is formed to take nominations for the board and executive committee. Because of the furlough, this process was not able to take place. In a look at the bylaws, the only group that needs to be elected at the annual business meeting is the executive committee. The following committee was nominated for the EDD Executive Committee:

- Karen Rutherford, Chair
- Chris Branch, Vice Chair

- Wendy Isenhart, Secretary
- Russell Clark, Treasurer
  - *George Buckner moved to approve Karen Rutherford as Chair, Chris Branch as Vice Chair, Wendy Isenhart as Secretary and Russell Clark as Treasurer, Ken Stanton seconded and the motion was carried with one abstention.*

### **Administrators Report**

#### **Quest Revolving Loan Fund:**

- Jennifer gave them an update of the current EDD situation.
- George gave an update on the Quest Revolving Loan Fund transfer situation.

#### **TOTA:**

- TOTA was given an update of the current EDD situation. A conference call is scheduled to occur Friday, December 13, 2013.

#### **Plug In NCW:**

- Held an event in Chelan for the opening of a new charging station. A list of installed charging stations within the region was passed around for the membership to look at. Cascade loop will be the first electric loop in the nation.
- Plug In NCW is interested in enlarging the group and may be changing the bylaws to add more board members. They are also interested in working on creating a more interactive website.

#### **Global Entrepreneurship Week:**

- The State of Washington has put emphasis on this project this year and every county has been asked to participate. Jennifer worked with the entrepreneurship students at Wenatchee Valley College to pair the entrepreneurship students with an entrepreneur business owner. The student interviewed the business owner and learned what it takes to succeed. Students then wrote a case study to present to the business owner. The November issue of Washington Business Journal was passed around showing those case studies. More case studies will follow in December.

#### **Rural Pathways to Prosperity Conference**

- Jennifer was asked to be on the panel to discuss entrepreneurship. Out of the conference came a perceived need for co-working spaces. These are open office areas to house entrepreneurs who can then share expenses such as copiers, phone lines, etc. A survey of home based business owners will be conducted to determine viability.

### **Annual Budget:**

- *Russell Clark moved to approve the annual budget with the line item 2014 membership dues being changed from \$14,200 to \$13,800, Ken Stanton seconded and the motion was carried.*

### **Treasurer's Report:**

- *Russell Clark moved to approve the treasurers report, George Buckner seconded and the motion was carried.*

**New Business:**

- Karen Rutherford thanked the EDD staff for their diligence during the nine week furlough.
- Jennifer Korfiatis thanked two long standing board members who will be leaving at the end of the year. Gail Howe and Dave Acheson were thanked for their dedication and presence in the EDD.
- Chris Branched shared that the Okanogan Trails Scenic Byway signs in Pateros and Oroville are being constructed.

**Adjourn**

- *The meeting was adjourned at 10:28 a.m.*