



**Our mission:** “To foster an innovative and resilient economy for North Central Washington’s Businesses, Workers, and Families”

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## **BOARD OF DIRECTORS MEETING AGENDA**

Wednesday March 11, 2020  
Chelan City Hall, Chelan, WA

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### **WEB CONFERENCE AND CALL IN INFORMATION:**

Dial-in number (US): (515) 604-9094

Access code: 312-484-853#

Online meeting ID: ncwedd

Join the online meeting: <https://join.freeconferencecall.com/ncwedd>

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### **CALL TO ORDER 9:03 AM**

1. Chair Jim Huffman established a quorum with the following board members present: Jim Huffman (President/CDRPA), Alyce Brown (ED), Roni Holder-Diefenbach (Okanagan County Economic Alliance), Kurt Danison (Heinman’s associates), Mark Botello (City of Entiat, Renee Swearingen (Secretary/Entiat Chamber), Carlene Anders (City of Pateros/Dial-in), Chris Branch (Okanagan Associates), Jill Thompson (City of Waterville), Mathew Hepner (City of East Wenatchee/Dial-in), Don Linnertz (Twispworks/Dial-in), Keith Soderstrom (Bainbridge Manufacturing) (9:11), Craig Larsen (CDRPA) (9:17)
2. Guests Present: Rafael Aguilar; Pear Media Events/La Pera Radio TV
3. No Computer Presentation

### **CONSENT AGENDA APPROVAL**

1. February 12 Minutes: Kurt Danison made a motion to approve the February 12<sup>th</sup> minutes as presented. Second by Chris Branch. Motion passed unanimously.

### **ACTION ITEMS**

1. Motion 20-03-01 Chris Branch made a motion to list the members present at the February meeting on the minutes. Second by Kurt Danison. Motion passed unanimously.
2. Motion 20-03-02 Alyce Brown updated everyone on the state of four of the five computers that are available for use by the EDD; each one is not functional. She would like to dispose of the computers with Fastnet Security of Entiat, who has volunteered to remove all data from each computer. Chris Branch made a motion to authorize the disposal of those computers that are no longer useful to the organization. Second by Don Linnertz. Motion passed unanimously.
3. Motion 20-03-03 Alyce Brown acknowledged that, while the laptop that currently was running QuickBooks had a failing battery and had to remain at the office, it was still functional. Roni made a motion to authorize Alyce to proceed with the acquisition of a new laptop up to and not to exceed \$700. Second by Don Linnertz. Motion passed unanimously.
4. Motion 20-03-04 Roni Holder-Diefenbach made a motion to accept Raphael Aguilar as the minority representative on the board. Second by Chris Branch. Motion passed unanimously.

## **DISCUSSION**

1. Memberships: Jim Huffman, Chair acknowledged the confusing nature of the current membership structure and formula for establishing membership. The board was in consensus that a new structure needs to be developed and a subcommittee put into place.

a. Membership Subcommittee: Jim Huffman, Chair requested two people from each county volunteer for the subcommittee: Chris Branch (Okanagan), Mark Botello (Douglas), Craig Larsen (Chelan) all volunteered. With no other volunteers the Chair asked each to pick another person from their county to join them. First orders of business for the subcommittee is to look at the new structure of membership, to ensure a well-rounded board, and to look at methods to recruit new members. Suggestion to recommend and teach Trends.

2. Trends: Alyce Brown updated everyone on the finances associated with Trends. She adjusted QuickBooks to include a “Restricted” account specific to Trends. \$11,000 of the \$21,000 owed had been deposited into the Trends account. The Port has not yet committed \$7,000, waiting on explanation. Invoices have been sent to City of Rock Island (\$250), North Central Washington Association of Realtors (\$250). Connections have been made with the Communications Director for Washington Department of Transportation.

3. CEDS: Alyce Brown reminded the board of the May 31<sup>st</sup> deadline for updating the EDA report as well as the financial and progress reports due the end of April. Strong suggestions have been made by the EDA to ensure that the NCWEDD CEDS align with the EDA CEDS. Alyce Brown will initiate the subcommittee.

a. CEDS Subcommittee: Jim Huffman, Chair reestablished the CEDS Committee: Jim Huffman, Don Linnertz, Roni Holder-Diefenbach, Renee Swearingen, Kurt Danison, and Carlene Anders (Tentative).

4. Budget: Alyce Brown will be working with Stacy Luckensmeyer, Treasurer to establish a working monthly budget.

6. Audit: Alyce Brown is looking for different avenues in which the organization can get an audit, concentrating on controlling cost. 2016 Audit cost \$3500 for 12 hours. She also would like to include Financial and Policy audits in the budgets on a three-year rotation starting 2023.

7. Virus Protection Plan: Jim Huffman proposed that the next meeting be by telephone. Craig Larsen suggested to instead use CTC.

## **EXECUTIVE DIRECTOR / MARKETING AND EVENTS UPDATE**

1. Alyce Brown attended the NorthStar Opportunity Zone Regional working group on February 19, 2020. OZ University was the main focus. At the end of April there will be a 2-day event with the EPA.
2. Supernova: Q&A in Cashmere was a success. Brewster has come on board as a partner. There are fourteen current submissions. Alyce encouraged the board to promote Supernova to any business they feel would benefit. Upcoming events include Traction Advantages “Best Practices Tools for Startups/Entrepreneurs/Small Businesses” on April 2 at the Wenatchee Public Library and April 9 at the Twelve Tribes Casino—both free and open to the public. Start-Up Bootcamp will start March 21 through May 22 and the Wenatchee Valley College--this is free to Supernova applicants. Public Pitch Night with the Apple Sox is July 13—public is welcome to purchase \$25 ticket to join.
3. Other Events: Chelan/Douglas Familiarization tour on May 7<sup>th</sup>, CHI Midterm report due on April 3, 2020.
4. Grants: USDA Grant is due end of March for Supernova 2021. Asking for \$40,000.
5. OZ Workshop 101: Alyce asked if the board would be interested in moving forward with a remedial OZ class. Discussion was had about the role that local government should play in Opportunity Zones in comparison to the role of other organizations. There was a consensus that the role of the EDD was to support not invest and that the

organization should reach out to the city of Wenatchee about helping to support the maintenance of the NorthstarOZ.com website that the EDD is currently maintaining.

6. EDA: Drawdown is due in April.

### **COMMITTEE/STAFF REPORTS**

1. Treasurers Report: Alyce Brown went over the Standard Balance Sheet and Profit and Loss by Class. She explained that several bills that were paid included overdue invoices. A \$250 payment was made for Plug-in for Chelan Earth Day that will be reimbursed. Renee Swearingen has been helping to reorganize and streamline QuickBooks. She discovered Roni Holder-Diefenbach and Stacey Luckensmeyer, Treasurer are the only listed governors with the Secretary of State. Alyce Brown has a goal to maintain \$10,000 balance at the end of March.

### **OTHER BUSINESS**

NEXT MEETING DATE/TIME: *Wednesday, April 8, 2020 @ 9:00am, Method of meeting to be determined in regard to COVID-19.*

**ADJOURNMENT at 11:22**

### **APPROVAL OF MINUTES**

**DATE:** \_\_\_\_\_

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Voting Notes:** \_\_\_\_\_

**Passed/Tabled:** \_\_\_\_\_

**Chair Signature:** \_\_\_\_\_

**Secretary Signature:** \_\_\_\_\_