



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

BOARD OF DIRECTORS MEETING MINUTES

Wednesday February 12, 2020
Chelan City Hall, Chelan, WA

CALL TO ORDER 9:00 AM

1. Chair Jim Huffman established a quorum with the following board members present: Jim Huffman, Renee Swearingen, Mark Botello, Kurt Danison, Craig Larson, Matthew Pleasants, Roni Holder-Diefenbach (dial-in), Keith Soderstrom and Don Linnertz (dial-in)
2. Guests Present: Ernie Rasmussen - Department of Commerce, RJ Lott – Chelan County, Jill Thompson – Mayor of Waterville, and Holly Bange – City of Pateros

CONSENT AGENDA APPROVAL

1. January 8th Minutes – Kurt Danison made a motion to approve the January 8th minutes as presented. Second by Holly Bange. Motion passed unanimously.

DISCUSSION/ACTION ITEMS

1. Motion 20-02-01 - Kurt Danison made a motion to Accept the resignation of Paul T. Moore as Interim Director effective February 12th, 2020. Second by Holly Bange. Motion passed unanimously.
2. Motion 20-02-02 – Chris Branch made a motion to ratify the hiring of Alyce Brown as Executive Director of the NCWEDD. Seconded by Renee Swearingen. Jim Huffman went over the hiring process and how the decision on the new Executive Director was made. Motion passed unanimously.
3. Motion 20-02-03 – Kurt Danison made a motion to approve the rate of pay for the new Executive Director at \$30.00 an hour not to exceed 30 hours a week. Seconded by Holly Bange. Kurt Danison asked the Interim Director how this would impact the budget. Interim Director Paul Moore explained that the budget could handle the small increase in pay for the director, specifically when taking into account the next Associate Director will most likely be hired at a lower rate of pay and lower hours. He also stressed the hourly set up would allow Alyce to take fewer hours during the slower times of the year, effectively saving the EDD money. Ernie Rasmussen talked

about the importance of other entities leaning in to help build up the director hours and pay as needed. Roni Holder-Diefenbach went into detail on the background of the contract and pay set up for the Executive Director position. Motion passed unanimously.

4. There was a discussion prior to signing the Executive Director that an audit would be needed so the new director could come into the position with full knowledge and confidence. The board discussed the various types of audits and what audits had been done in the past. There was consensus to proceed with an audit. Chris Branch made a motion (20-02-A) to “pursue an audit that satisfies the needs of the organization”. Seconded by Craig Larsen. Motion passed unanimously.
5. Motion 20-02-04 – Craig Larsen made a motion to approve an update to the Articles of Incorporation to list the new Executive Director as the Registered Agent. Second by Renee Swearingen. Motion passed unanimously.
6. Motion 20-02-05 – Kurt Danison made a motion to approve the Executive Director as the EDA authorized representative. Holly Bange seconded. Motion passed unanimously.
7. Motion 20-02-6 – Craig Larsen made a motion to approve the following signers on the North Cascades Bank Account – Mark Botello, Jim Huffman, Alyce Brown, Stacy Luckensmeyer. Renee Swearingen seconded. Motion passed unanimously.

INTERIM DIRECTOR FINAL REPORT

1. Interim Director Paul Moore went over his written report and thanked the board for their patience and support during his time as Interim Director. He stressed the importance of the Supernova Project and encouraged the board members to lean into the project as much as they could, as its success is paramount for the EDD’s future. He also presented a draft contract from EWU for Trends in 2020 for the amount of \$21,000. The board discussed the contract and requested copies for review. There was discussion on how to handle Trends moving forward with a variety of opinions on the value and need for the EDD to handle the invoicing and payments. Members also shared their knowledge of the history of the relationship. There was an understanding that, if agreed to, the EDD would still have to find an additional \$6500 in funds to make the contract. The board requested that the contract be put on the agenda for March.

EXECUTIVE DIRECTOR UPDATE

1. Alyce Brown gave an update on the Supernova Business Launch Competition and presented the board the website and sign up portal. She also announced that 13 applicants have already signed up for the BLC. Alyce went over the success of the Tourism Summit, the EDD lost less than a hundred dollars on the event. Jim Huffman stressed that members that get free or reduced tickets needed to attend the event as the losses could easily have been avoided with that small shift in mentality. Alyce

stressed the positive feedback from the event, even days after its conclusion. Interim Director Paul Moore mentioned he had also had positive feedback from the event and felt it not only showed value but had the potential for much higher levels of success in 2021. Alyce went over the North Star Opportunity Zone Regional Working Group discussions including the possibility of an OZ University. She also covered the funding provided to North Star OZ from the Regional Port Authority and the importance of other partners providing funding as well.

TREASURER REPORT

1. Interim Director Paul Moore went over the Standard Balance Sheet and Profit and Loss. He said the Q3 drawdown was successful and the NCWEDD was in a comfortable financial position, however despite having significant funds in the account, the board should know that all of those funds are currently claimed in the budget with very little extra, and that new items such as the audit and possible Trends support would require fundraising.

COMMITTEE/STAFF REPORTS

a. None

OTHER BUSINESS

Jim Huffman requested that the new Director start working on a schedule for Eye Opener Presentations for the remaining calendar year. He also requested that the board have a specific time for round table and sharing each meeting. The board had consensus on these requests.

NEXT MEETING DATE/TIME: *Wednesday March 11th, 2020 @ 9:00am, held at Chelan City Hall*

ADJOURNMENT at 11:13am

APPROVAL OF MINUTES

DATE: _____

Moved By: _____

Seconded By: _____

Voting Notes:

Passed/Tabled: _____

Chair Signature: _____

Secretary Signature: _____