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**Our mission:** “To foster an innovative and Central Washington’s Businesses, Workers, and Families.”

resilient economy for North

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## October Bylaws and CEDS Special Session

Wednesday, October 14, 2020, at 9:00 AM

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### WEB CONFERENCE AND CALL-IN INFORMATION:

Join Zoom Meeting <https://us02web.zoom.us/j/88942275260>

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### **CALL TO ORDER 9:00 AM**

- Establish a Quorum
- Verbal Roll Call
- Introduction of Guests

### **DISCUSSION ITEMS**

1. Bylaws
2. CEDS

### **OTHER BUSINESS**

NEXT MEETING DATE/TIME: Wednesday, December 9, 2020 @ 9:00am, location- TBD

### **ADJOURNMENT**



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## SEPTEMBER BOARD MEETING MINUTES

Wednesday, September 9, 2020, at 9:00 AM

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### WEB CONFERENCE AND CALL-IN INFORMATION:

Join Zoom Meeting <https://us02web.zoom.us/j/88942275260>

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**Designated Representatives:** Jim Huffman (Chair), Roni Holder-Diefenbach (Past Chair), Kurt Danison (Vice-Chair), Stacy Luckensmeyer (Treasurer), Renee Swearingen (Secretary), Chris Branch (Okanagan County Designated Representative), Brooklyn Holton (Chelan County Designated Representative), Mark Botello (Douglas County Designated Representative), Mathew Pleasants (Colville Tribes Designated Representative), Rafael Aguilar (Minority Designated Representative),

### CALL TO ORDER 9:03 AM

1. • Chair Jim Huffman established a quorum with the following board members present: Jim Huffman (CDRPA), Alyce Brown (NCWEDD Executive Director), Roni Holder-Diefenbach (Okanagan County Economic Alliance), Renee Swearingen (Entiat Chamber), Carlene Anders (City of Pateros), Chris Branch (Okanagan County), Mathew Hepner (City of East Wenatchee), Stacy Luckensmeyer (Wenatchee Valley College Center for Entrepreneurship), Don Linnertz (Twispworks), Brooklyn Holton (City of Wenatchee), Craig Larson (CDRPA), Cheryl Nelson (Central WA Homebuilders Association),

### CONSENT AGENDA APPROVAL

1. August 12, 2020 Minutes: Carlene Anders made a motion to approve the August 12, 2020 minutes as presented, seconded by Stacy Luckensmeyer. The motion passed unanimously.

### ACTION ITEM DISCUSSION

1. **Motion 09-20-01: CARES Act Budget:** Alyce Brown presented the board with the authorized budget approved by the EDA. She covered the Scope of Work supported through the EDA, including a recovery action plan headed by Eric Hovee. She let the board know that the budget is flexible in that if the NCWEDD does not use the funds, they can be returned to the EDA. The discussion on the wording of fringe benefits in the budget; Alyce will be creating an itemized subcategory within the NCWEDD budget. Don Linnertz made a motion to approve the CARES act budget as presented. Craig Larsen seconded the motion. The motion passed unanimously.
2. **Motion 09-20-02: Supernova Prize Money:** Brooklyn Holton made a motion to award Tonasket Tire with the \$10,000 Supernova prize money check signed by Jim Huffman and Stacy Luckensmeyer. Mathew Hepner seconded the motion. The motion passed unanimously.
3. **Motion 09-20-03: Desktop Computer/Hard drive:** Alyce Brown requested that the board allow the immediate purchase of a desktop computer and reimbursed by the CARES Act grant. Stacy Luckensmeyer made a motion to approve the purchase of a desktop computer and external hard drive not to exceed \$2500. Don Linnertz seconded the motion. The motion passed unanimously.

- 4. Motion 09-20-04: Year-End Compensation:** Alyce Brown presented the board with providing employees that work more than 20 hours a week a \$500-year end compensation and employees that work less than 20 hours a week \$250. Carlene Anders made a motion to approve a year-end incentive of \$250 for employees working less than 20 hours per week and \$500 for employees working more than 20 hours given out to employees in December 2020. Brooklyn Holton seconded the motion. The motion passed unanimously.
- 5. Motion 09-20-05: Combining Secretary and Treasurer:** Discussion was had on allowing the secretary and the treasurer positions to have the option to be filled by one executive seat. Chris Branch made a motion to amend the bylaws to enable the Secretary and Treasurer positions to have the opportunity to be filled by one executive board seat than to be brought back before the board for approval. Renee Swearingen seconded the motion. The motion passed unanimously.
- 6. Motion 09-20-06: New Bank Signers:** Brooklyn made a motion to remove Alyce Brown and Mark Botello as signers from the bank account and to approve bank signers as Jim Huffman, Stacy Luckensmeyer, and Renee Swearingen for the current bank account, and to open a new bank account specific to hold the CARES act funds. Renee Swearingen seconded the motion. The motion passed unanimously.
- 7. Motion 09-20-07: Check to sign policy:** Discussion on adjusting the check signing policy. Mathew Hepner made a motion to grant the treasurer the ability to institute new fiscal policies between the September board meeting and the October meeting under EDA recommendations and the auditor recommendations and non-profit best processes. Chris Branch seconded the motion. The motion passed unanimously.
- 8. Motion 09-20-08: Entiat Valley SkyFi Project:** Stacy Luckensmeyer made a motion to have the NCWEDD staff to continue supporting and working on the Entiat Valley SkyFi Project vetting process and submitting as proof concept is acceptable. Don Linnertz seconded the motion. The motion passed unanimously.

## **DISCUSSION**

1. Board Retreat: Alyce Brown sent out an agenda for the board retreat and a survey to help frame the retreat. Sharon Metiva from the EDA, as well as Eric Hovee, will be joining the morning session. Annette Pitts will be joining in the afternoon to discuss by-way programs and federally recognized scenic highways
2. Statement: Jim Huffman went over the statement he presented concerning the email sent from an official Entiat Council Email address concerning financial matters at the EDD.
3. Audit Update: Alyce Brown let the board know that we will be spending time with the auditors to get some training with QuickBooks. She let the board know that we have developed a “backend” database that will include all the financial documents. Stacy added that the finances and QuickBooks have been stable over the last couple of years. She wanted to clarify that she believes that the information that needs to be corrected is due to formula mishaps in past excel sheets that we no longer have access too. She wanted to clarify that the audit was voluntary and is being done because of the change in leadership within the EDD.

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

1. Supernova Update: Alyce Brown expressed that she believed that the event was a success. She expressed that although the platform used for the online business expo was a useful resource in regards to allowing people connect—she would not want to use it next year because of the technical issues that came about with everyone learning the system. Tonasket Tire was the winning applicant and planned on using the funds to purchase a mobile unit to service highway 97. Alyce Brown also went over the ending budget for the event, which resulted in a positive net revenue of \$9930.24.
2. Oroville Project Update: Alyce Brown let the board know that she had received an email from the EDA about the second Archeological findings in Oroville, and a meeting is going to have to happen between the city and a member of the EDA.
3. CHI Grant: Alyce Brown let the board know that she put an intent to apply in for the CHI grant for Supernova for \$25,000

4. Paper Shredding: Alyce Brown gave an invitation for anyone that would like to have paper shredded can bring the paperwork in a banker's box and bring it to the EDD office
5. October 14, 2020 Board Meeting: Alyce Brown asked the board if they would like to replace the October Board meeting with a committee meeting to dive into the CEDs and Bylaws committees. There was a consensus supporting this idea.

### **TREASURER REPORT**

1. The board received the P&L and balance sheet. Stacy Luckensmeyer let the board know that we are in a new fiscal year. Stacy Luckensmeyer went over the "employee draw" portion of the report, where the new employees that will be paid through the CAREs Act grant were brought on before we knew that we had received the funding. The funds had to be adjusted as the employees were not able to be classified as independent contractors.

### **COMMITTEE/BOARD REPORT**

1. Renee Swearingen presented the board with the Entiat Valley SkyFi project in which the Entiat Valley Chamber of Commerce, the City of Entiat, the Forest Service, and LocalTel are working together to bring high-speed internet up the Entiat Valley through SkyFi towers. She requested the NCWEDD consider managing the grant in conjunction with the Entiat Valley Chamber of Commerce.

### **ADJOURNMENT @ 10:39am**

### **OTHER BUSINESS**

NEXT MEETING DATE/TIME: *Wednesday, December 9, 2020 @ 9:00am, location- TBD*