

GFDA EXECUTIVE COMMITTEE MEETING AGENDA

Wednesday, August 21, 2019

8:00 AM

GFDA Office

Executive Committee Members: Nate Weisenburger, Mark Cappis, Dianne Meinhardt, Tim Peterson, Mark Macek, Ron Nelson, Ted Lewis, Rebecca Engum, Travis Neil, Len Watkins, Errol Rice, Joe Briggs

Staff: Brett Doney, Teresa Schreiner, Lillian Sunwall, Tyler Menzel, Jason Nitschke, Jana Williams

Guests: Harley Huestis

Times are approximate and items may be taken out of order. Any Director with a potential conflict of interest on the agenda should state the conflict at the start of the meeting.

- 8:00 1. Consent Agenda – Len Watkins
1. Accept excused absences: Heidi Hockett. **ACTION: Motion to accept excused absences. Seconded. Motion passes.**
 2. Approve/disapprove minutes of the 6/19/19 Executive Committee meeting. **ACTION: Motion to accept minutes of 6/19/19 Executive Committee meeting. Seconded. Motion passes.**
- 8:05 2. Annual Insurance Review – Cogswell Insurance
Our annual meeting with our insurance agent to review our coverages and adjust as deemed appropriate by Committee.
- 8:25 3. Investment – Ted Lewis & Teresa Schreiner
Discuss status of investment efforts and need for active full Investment Committee.
- 8:35 4. Brownfield – Tim Peterson & Lillian Sunwall
Approve/disapprove new brownfield assessments as recommended by Brownfields Advisory Committee. **ACTION: Motion to approve phase 1 brownfield assessment and phase 2 brownfield assessment as recommended by Brownfields Advisory Committee. Seconded. The motion passes, with Ron Nelson abstaining.**
- 9:00 5. EDA RLF Workplan – Travis Neil and Brett Doney
Approve/disapprove updated workplan for EDA revolving loan fund. **ACTION: Motion to approve updated workplan for EDA revolving loan funds. Seconded. Motion passes.**
- 9:15 6. Update Document Retention Policy – Brett Doney
Approve/disapprove update to Document Retention Policy in regard to loan documents. **ACTION: Motion to approve updated Document Retention Policy regarding loan documents. Seconded. Motion passes.**
- 9:25 7. Financial – Mark Macek & Jana Williams
Review July Financial Report. Discuss parameters for FY 2020 budget.
- 9:35 8. Potential New Resources & Staffing – Brett Doney
Downtown Business Development Officer, contingent on executing agreement with Business Improvement District (BID) for 50% of direct and indirect position costs. **ACTION: Motion to approve Downtown Business Development Officer position, contingent on executing agreement with BID for 50% of direct and indirect position costs. Seconded. The motion passes 8-1, with Travis Neil abstaining.**

CDBG City MicroEnterprise Coach, contingent on executing agreement with City of Great Falls for 100% funding of direct and indirect position costs. **ACTION: Motion to approve CDBG MicroEnterprise Coach position, contingent on executing agreement with the City of Great Falls for 100% of direct and indirect position costs. Seconded. Motion passes.**
- 10:00 9. Motion to close- Len Watkins. **So moved.**