

GFDA EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, September 16, 2020

8:00 AM

via ZOOM

Executive Committee: Diane Meinhardt, Len Watkins, Nate Weisenburger, Errol Rice, Joe Briggs, Rebecca Engum, Heidi Hockett, Mark Macek, Mark Cappis, Tim Peterson

GFDA Staff: Jolene Schalper, Teresa Schreiner, Brett Doney, Lillian Sunwall, Tyler Menzales, Jana Williams, Nathan Reiff

Guests: Eric Hinebauch

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: Ron Nelson, Ted Lewis. **ACTION TAKEN: Motion to accept excused absences. Motion: Joe Briggs, Second: Heidi Hockett. Motion carries.**
 2. Approve/disapprove minutes of the 8/19/20 Executive Committee meeting. **ACTION TAKEN: Motion to approve minutes of the 8/19/20 Executive Committee meeting. Motion: Joe Briggs, Second: Heidi Hockett. Motion carries.**
- 8:05 2. Financial – Mark Macek & Jana Williams
Review August Financial Report.
ACTION TAKEN: Motion to authorize CEO & President to set up bank accounts as required. Motion: Len Watkins, Second: Errol Rice. Motion carries.
- 8:15 3. Loan Portfolio – Rebecca Engum and Jill Kohles
Review August Loan Portfolio Report.
- Discuss watch list loans. Take action as desired by Committee. No action.
- Discuss modifications to existing loans and extension of loan principal payments deferment. Take action(s) as desired by Committee. No action.
- Discuss potential expansion of lending geography for existing revolving loan funds. Take action(s) as desired by Committee. No action.
- 8:25 4. Investment – Ted Lewis, Mark Cappis & Teresa Schreiner
Discuss status of investment efforts. Approve/disapprove any investor pledge charge-off(s). No action.
- 8:30 5. Employment Handbook – Bobbi Berkhoff
Review and discuss proposed employment handbook. Approve/disapprove adoption of handbook. No action.
- 9:00 6. Brownfield – Tim Peterson & Lillian Sunwall
Approve/disapprove new brownfield assessment(s) as recommended by Brownfields Advisory Committee.
ACTION TAKEN: Motion to approve new phase 1 brownfield assessment as recommended by Brownfields Advisory Committee. Motion: Joe Briggs, Second: Errol Rice. Motion carries.
- 9:05 7. Conflict of Interest Policy – Brett Doney
Approve/disapprove updates to Conflict of Interest Policy and update to Conflict of Interest Statement as recommendation to Board. **ACTION TAKEN: Motion to Approve updates to Conflict of Interest Policy and update to Conflict of Interest Statement as recommendation to Board. Motion: Mark Macek, Second: Dianne Meinhardt. Motion carries.**

- 9:10 8. Contract Approvals – Brett Doney
Approve/disapprove authorizing President/CEO to execute contract(s). **ACTION TAKEN: Motion to approve President/CEO to execute contracts. Motion: Joe Briggs, Second: Mark Capps. Motion carries.**
- 9:15 9. Employee Benefits – Brett Doney
Review and approve/disapprove minor update to Employee Benefits. **ACTION TAKEN: Motion to approve minor update to Employee Benefits. Motion: Mark Capps, Second: Tim Peterson.**
- 9:20 10. Grant Applications – Brett Doney
Review and approve/disapprove grant applications. **ACTION TAKEN: Motion to approve grant applications. Motion: Heidi Hockett, Second: Joe Briggs. Motion carries.**
- 9:25 11. CEO Report – Brett Doney
- 9:30 12. Public Comment – Len Watkins
Opportunity for public comment.