

## GFDA EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, August 18, 2021

8:00 AM

Springhill Suites Meeting Room

IN PERSON MEETING with Zoom Option

Great Falls, MT

Meeting ID: 886 3545 4819

Passcode: 915231

See complete Zoom login info below

*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.*

**Executive Committee Members Present: Joe Briggs, Mark Macek, Len Watkins, Nate Weisenberger, Mark Cappis, Eric Hinebauch, Rebecca Engum, Errol Rice, Ron Nelson, Forrest Ehlinger**

**GFDA Staff Members Present: Brett Doney, Jolene Schalper, Lillian Sunwall, Tyler Menzales, Staci Campbell, Jenn Gallmeier, Rustin Lippincott**

**Guests: Jordan Crosby & Roger Witt of Ugrin Alexander Zadick, P.C.**

- 8:00 1. Consent Agenda – Mark Macek
1. Accept excused absences: Ted Lewis
  2. Approve/disapprove minutes of the 7/21/21 Executive Committee meeting.
- ACTION TAKEN: Motion to approve minutes of the 7/21/21 Executive Committee meeting. Motion accepted. Seconded. Motion carries.**
- 8:05 2. HR Attorneys – Brett Doney
- Meet and greet with Roger Witt and Jordan Crosby of Ugrin Alexander Zadick, P.C.
- ACTION TAKEN: Motion to retain Jordan Crosby & Roger Witt to review employee handbook and other employment related documents. Motion accepted. Seconded. Motion carries.**
- 8:15 3. Contract Approvals – Brett Doney
- Approve/disapprove authorizing President/CEO to execute contract(s).
- Signature magazine talent attraction sponsorship/advertising
- ACTION TAKEN: Motion to approve authorizing President/CEO to execute contract(s). Motion accepted. Seconded. Motion carries.**
- 8:20 4. Grant, Loan & Other Applications – Brett Doney
- Review and approve/disapprove grant, loan and other applications.
- EDA Communities of Practice participation in International Economic Development Council application.
  - Specialty Crop Marketing through Montana Department of Agriculture
  - City, County and State ARPA loan capital and business technical assistance
- 8:25 5. Brownfield – Eric Hinebauch & Lillian Sunwall
- Approve/disapprove new brownfield assessment(s) as recommended by Brownfields Advisory Committee.
- ACTION TAKEN: Motion to approve to up to \$15,000 Phase 2 to for Baatz Building. Motion accepted. Seconded. Motion carries.**

- 8:30 6. AgriTech Park – Brett Doney  
Discuss EDA application, potential lot sale, and option agreement. No action taken.
- 8:40 7. Loan Portfolio – Rebecca Engum and Brett Doney  
Review July Loan Portfolio Report.  
  
Discuss parameters for new lending policies and procedures.
- 8:50 8. Financial – Mark Cappis & Jana Williams  
Review July Financial Report.  
  
Discuss creation of Resource Director position to handle increased grant writing and foundation relationship building. Take action as desired by committee.  
  
Approve/disapprove budget revision as recommendation to Board.  
**ACTION TAKEN: Motion to approve Resource Director to board with salary cap at \$60,000 plus benefits. Motion accepted. Seconded. Motion carries.**  
**ACTION TAKEN: Motion to approve budget revision as recommended to Board. Motion accepted. Seconded. Motion carries.**
- 9:00 9. Investment – Ted Lewis & Jenn Gallmeier  
Discuss status of investment efforts. Approve/disapprove any investor pledge charge-off(s).
- 9:05 10. Board & Executive Committee Seats – Mark Macek & Brett Doney  
Discuss unfilled seats on Board and Executive Committee.
- 9:15 11. Strategic Planning – Brett Doney  
Review plans for strategic planning consultants visit September 12-18.
- 9:20 12. Civil Rights Policy Update – Brett Doney  
Approve/disapprove update to Civil Rights Policy as recommendation to Board.  
**ACTION TAKEN: Motion to approve update to Civil Rights Policy as recommended by Board. Motion accepted. Seconded. Motion carries.**
- 9:25 13. CEO Report – Brett Doney
- 9:30 14. Public Comment – Mark Macek  
Opportunity for public comment.

#### Complete Zoom Login Info

Brett Doney is inviting you to a scheduled Zoom meeting.

Topic: GFDA Executive Committee

Time: Aug 18, 2021 08:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88635454819?pwd=Ry9ESlEzSk8wR3lQK25GdEFXRmExUT09>

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