

GFDA EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, August 17, 2022

8:00 AM

**AE2S Engineering
The Portage Building
405 3rd Street NW, 2nd floor
Great Falls, MT**

Meeting ID: 975 5141 3941

Passcode: 986063

See complete Zoom login

IN PERSON MEETING with Zoom Option

below.

Executive Committee Members Present: Len Watkins, Eric Hinebauch, Joe Briggs, Mark Cappis, Errol Rice, Rebecca Engum, Forrest Ehlinger, Dan Rearden, Mark Macek

GFDA Staff Members Present: Jake Clark, Jolene Schalper, Jenn Gallmeier, Jana Williams, Shannon Clancy, Brett Doney

Guests: Melissa Saldano

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 – Mark Macek

1. Accept excused absences: Ted Lewis

ACTION TAKEN: Motion to approve excused absences for 8/17/22 Executive Committee meeting. Motion seconded. None opposed. Motion carries.

2. Approve/disapprove minutes of the 7/20/22 Executive Committee meeting.

ACTION TAKEN: Motion to approve minutes of the 7/20/22 Executive Committee meeting. Motion seconded. None opposed. Motion carries.

8:05 2. Pre-Audit Meeting – Douglas Wilson & Co.

Discuss any issues committee members would like auditors to focus on.

8:20 3. Financials – Forrest Ehlinger & Jana Williams

Review July financials.

Approve/disapprove updating authorized signers on all GFDA and GFDA AgriTech Park bank accounts to:

Brett Doney, President & CEO

Jolene Schalper, Senior Vice President

Mark Macek, Chair

Mark Cappis, Vice Chair

Forrest Ehlinger, Treasurer

Jennifer Fritz, Secretary

Len Watkins, Immediate Past Chair

ACTION TAKEN: Motion to approve updating authorized signers on all GFDA and GFDA AgriTech Park bank accounts to: Brett Doney, Jolene Schalper, Mark Macek, Mark Cappis, Forrest Ehlinger, Jennifer Fritz, and Len Watkins. Motion seconded. None opposed. Motion carries.

8:25 4. Loan Portfolio – Rebecca Engum & Jill Kohles

Review July Loan Portfolio Report.

- 8:30 5. AgriTech Park Land Acquisition – Brett Doney
Discuss status of Park land acquisition, including option agreement renewal and land acquisition funding. Take action as desired by Committee
- 8:40 6. Client Grievance Policy – Brett Doney & Heidi Gibson
Approve/disapprove adoption of Client Grievance Policy.
- 8:45 7. Board Improvements – Brett Doney
Discuss updating Board of Directors Expectations, Board Orientation Process, Board Governance, Training, and Board Self-Assessment. Take action as desired by Committee.
- 9:00 8. Contract Approvals – Brett Doney
Approve/disapprove authorizing President/CEO to execute contract(s).
• N/A
- 9:05 9. Grant, Loan & Other Applications – Brett Doney
Review and approve/disapprove grant, loan and other applications.
• NTIA Middle Mile Broadband Infrastructure
- 9:10 10. Brownfield – Eric Hinebauch & Lillian Sunwall
Approve/disapprove new brownfield assessment(s) as recommended by Brownfields Advisory Committee.
ACTION TAKEN: Motion to approve Brownfield assessment of \$48,227 for phase 2 for Carriage Trade Cleaner’s project. Motion seconded. None opposed. Motion carries.
- 9:15 11. Investment – Ted Lewis & Jennifer Gallmeier
Discuss investment status and act on any investor pledge charge-offs.
ACTION TAKEN: Motion to approve write-off of \$3,000 investment for Embark Credit Union for fiscal year 2022. Motion seconded. None opposed. Motion carries.
- 9:20 12. Pipeline Report – Jolene Schalper
- 9:25 13. CEO Report – Brett Doney
- 9:30 14. Public Comment – Mark Macek
Opportunity for public comment.

Complete Zoom Login Info

Topic: Executive Committee of the GFDA Board (Exec)

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://zoom.us/j/97551413941?pwd=V2ZLeHUyRUx6TU5aNExHVVs5RWx3Zz09>

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