

GFDA EXECUTIVE COMMITTEE MEETING MINUTES

Friday, September 22, 2023

8:00 – 9:30 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 below.

IN PERSON MEETING with Zoom Option

GFDA Staff Present:

Brett Doney, Jenn Gallmeier, Tracy Heggem, Christian Nichols, Jolene Schalper, Lillian Sunwall, Jana Williams

GFDA Executive Committee Members Present:

Joe Briggs, Mark Cappis, Forrest Ehlinger, Rebecca Engum, Jennifer Fritz, Ted Lewis, Dr. Renee Pera, Dan Rearden, Casey Schreiner

Guests:

Melissa Soldano (Douglas Wilson & Co.), Brad Talcott

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 Cappis
- A. Accept excused absences: Erroll Rice, Mark Macek, Shannon Hoiland
ACTION TAKEN: Motion to approve excused absences for 9/22/23 meeting. Motion seconded. None opposed. Motion carries.
 - B. Approve/disapprove minutes of the 8/16/23 Executive Committee meeting.
ACTION TAKEN: Motion to approve minutes of 8/16/23 Executive Committee meeting. Motion seconded. None opposed. Motion carries.
- 8:05 2. FY2023 Audit – Brett Doney, Jana Williams, Forrest Ehlinger, and Douglas Wilson & Co.
Review FY2023 audited financial statement and management letter.
ACTION TAKEN: Motion to approve FY2023 Audited Financial Statement and Letter. Motion seconded. None opposed. Motion carries.
- 8:20 3. City Public Safety Levy – Jolene Schalper
Decide whether to put up to \$5,000 toward public safety levy PAC as authorized by Board.
ACTION TAKEN: Motion to abstain from a monetary donation to the public safety levy PAC, but let investors know that they can make a direct donation if interested. Motion seconded. None opposed. Motion carries.
- 8:25 4. AgriTech Park – Brett Doney
Discuss whether to sell small lots to two abutting companies. Take action as desired by Committee.
ACTION TAKEN: Motion to sell lots to abutting companies at price previously discussed PLUS subdivision, BNSF and MDOT costs incurred to use AgriTech Park access. Motion seconded. None opposed. Motion carries.
- Discuss upcoming Tenant Park Association annual meeting.
- 8:35 5. Financial Management Policy Update – Jana Williams, Brett Doney & Lillian Sunwall
Review and approve/disapprove updates to Financial Management Policy to meet new EPA requirements.

- 8:40 6. Annual CEO Performance Review – Mark Capps & Brett Doney
Decide whether to make any changes to Boards and staff survey. Submit change requests to Mark Capps.
- 8:45 7. Financials – Jana Williams, Brett Doney & Forrest Ehlinger
Review August financials.
- 8:55 8. Loan Portfolio – Rebecca Engum & Brett Doney
Review loan portfolio status and loan capital availability.
- 9:05 9. Grant, Loan & Other Applications – Brett Doney
Approve/disapprove grant, loan, and other applications.
 - Healthy Food Partnerships Capacity & Loan Capital Grant
 - CDFI Financial Award
- 9:10 10. Contract Approvals – Brett Doney
Approve/disapprove authorizing President/CEO to execute contract(s).
 - EDA Grant Agreement**ACTION TAKEN: Motion to authorize President/CEO to execute the EDA Grant Agreement. Motion seconded. None opposed. Motion carries.**
- 9:15 11. Investment – Ted Lewis & Jennifer Gallmeier
 - A. Discuss investment status and act on any investor pledge charge-offs.
 - B. Discuss capital campaign.
- 9:20 12. Pipeline Report – Jolene Schalper
- 9:25 13. CEO Report – Brett Doney
- 9:30 14. Public Comment – Mark Capps
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=V2ZLeHUyRUx6TU5aNExHVSs5RWx3Zz09>

Meeting ID: 975 5141 3941

Passcode: 986063

One tap mobile

+16699009128,,97551413941#,,, *986063# US (San Jose)

+12532158782,,97551413941#,,, *986063# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Find your local number: <https://zoom.us/u/acHlCWKIWF>