

**BOTTINEAU CO. ECONOMIC DEVELOPMENT CORP**

Board Meeting Agenda

**Thursday, January 31, 2019**

St Andrews Conference Room – 12 Noon

*Key: M-Motion, MS-Motion Second, VV-Voice Vote, RCV-Roll Call Vote, MC-Motion Carried*

**Board Present:** Jon Beyer, Jerry Migler, Chuck Neubauer, Julie Mears (phone), Tyler Rogers, Alfred Sams, Mike Foster

**Staff:** Whitney Gonitzke, Executive Director, Crystal Grenier, Administrative Assistant

**Absent:** Doug Marsden, Jason Guss

**MEETING AGENDA:** Meeting called to order at 12:15P

**Approve Minutes of Previous Meeting** (December 19): *M-Migler. MS-Foster. VV. MC*

**Review/Approve Financials:** Whitney suggested reviewing the budget sooner versus later (to include retirement benefits, health benefits, and payroll). Will provide an updated version at the next meeting. Dragon Spray & Pure Aquatic – Paid off. The Preserve – (signed document to be received this week to finalize repayment agreement). *M-Mears to approve financials, MS-Rogers. VV MC*

**Whitney's Review:** Beyer requested the Board enter into Executive Session for consideration of Whitney's review. Whitney and Crystal left the meeting for the duration, 12:20 pm to 12:27 pm.

Board discussed performance review of Director(Whitney). *M-Migler to approve performance review as presented. MS-Sams. VV MC*

Board discussed salary increase for Director(Whitney) based upon performance review. *M-Neubauer to approve the salary increase presented based upon performance review. MS-Foster. RCV: Foster-Yes, Rogers-Yes, Migler-Yes, Sams-Yes, Mears-Yes, Neubauer-Yes. MC*

Minutes compiled and presented by Jon Beyer.

**Election of Officers** – Jon Beyer has been unanimously re-elected as President with Julie Mears elected as VP.

*M-Rogers, MS-Neubauer. RCV: Beyer-Y, Migler-Y, Foster-Y, Sams-Y, Mears-Y, Neubauer-Y, Rogers-Y. MC*

**Request for Support:** Building Resilient Farm Country was presented to the Board and a sponsorship of \$500.00 was requested. *M-Migler for \$500.00 to initiate the sponsorship, MS-Mears. RCV: Beyer-Y, Migler-Y, Foster-Y, Sams-Y, Mears-Y, Neubauer-Y, Rogers-Y. MC*

**Gateway Request:** Mark Koivula – Pyramid Health (\$160,000 building purchase, remodel and equipment-requesting up to \$16,000 or 10% of the project to finish). *M-Foster to present to city for funding up to 10% of the total project cost, MS-Rogers. RCV: Beyer-Y, Migler-Y, Foster-Y, Sams-Y, Mears-Y, Neubauer-Y, Rogers-Y. MC*

**Praxis – Grant Submitted:** Grant was approved to move forward with Strategic Plan. *M-Neubauer to accept the Grant and move forward with Praxis, MS-Migler. RCV: Beyer-Y, Migler-Y, Foster-Y, Sams-Y, Mears-Y, Neubauer-Y, Rogers-Y. MC*

**Sponsorship for Events:** EDC Event Sponsorship discussion. There is a need to push the envelope of our local events to get an increase in traffic. *M-Migler motion to present to city and county with changes to form from location of 20 miles to County, MS-Mears. RCV: Beyer-Y, Migler-Y, Foster-Y, Sams-Y, Mears-Y, Neubauer-Y, Rogers-Y. MC*

**Director Report:**

- Updates - Whitney asked for anyone interested in participating on the International Peace Garden Board.
- Details on Whitney's EDC focus:
  - Drive Tourism Campaign: Increase attendance at annual events, support Chambers efforts to recruit tourists and tour companies, support RA's efforts to expand offerings that bring in traffic
  - Market EDC services: Business Plans, Operating Challenges, Purchase or Sale of a Business, Funding a Venture, Website Development
  - Marketing and Communication: Improve website search engine optimization, Launch rTown app, Increase engagement on Social Media pages
  - Workforce & Job Development: Explore options for apprenticeships, work with college on distance learning & partnerships for higher learning

Meeting Adjourned at 1:35PM

Minutes compiled and submitted by Crystal Grenier & Whitney Gonitzke

Next Board Meeting: February 27, 2019 @ noon / STAHC