



**MEDA Board Meeting
Conference Call
February 12, 2016 10:00am – Noon**

On the call: Rick Edwards, Anne Boothe, Jason Rittal, Jim Davison, Tim Guardipee, Steve Arveschoug, Paul Tuss, Pam Haxby-Cote, Tracy McIntyre, Sarah Converse, Luke Walawander, Jim Atchison, Karyl Tobel, Leslie Messer, Chris Cerquone, Paul Reichert, Brian Obert, Kellie Danielson, and Gloria O'Rourke.

1. Approval of Minutes

As a quorum was present, Jason requested a motion to approve the November minutes; Pam moved to approve and Rick seconded the motion. Motion carried.

2. Financials

- a. Reports. Rick reviewed the 2015 Year End Financial Reports. Steve moved to approve the reports; Pam seconded the motion. Motion carried.
- b. List of Accounts. As per the board's request, a list of accounts was compiled by Mike O'Rourke as well as the signers for each account. Following elections in April, a Corporate Resolution should be signed.
- c. Financial Policy. As per the board's request, Montana Economic Development Services (MEDS) provided a draft Financial Policy. Paul Tuss moved to approve the MEDA Financial Policy with the following changes: correct spelling of "association", 30 days to deposit stamped "for deposit only" checks which will be placed in a secure locked location while awaiting deposit, and raising the checking account balance to \$35,000 at which time funds are to be invested in an interest bearing account or other investment vehicle approved by the Board. Rick seconded the motion; motion carried.
- d. Approve Budget for 2016. The board reviewed the draft budget and noted: NorthWestern Energy will donate \$5,000 for Professional Development, and scholarship funds are normally at \$6,000. Jim Davison moved to approve the budget with the understanding it will be amended to include \$5,000 MIC membership as well as an amount to be determined to cover marketing expenses. Pam seconded the motion; motion carried. Tracy will provide an estimate for marketing expenses including possible travel for MIC meetings (see below).

3. Committee and/or Activity Updates

- a. Nominating Committee. Chair Paul Tuss reported the committee met as a slate of officers and board members need to be in place prior to the April Annual Meeting for a membership vote. Those with terms expiring in 2016: Tim Guardipee, Anne Boothe, Luke Walawander, Rick Edwards, Ken Richardson and Leslie Messer. Rick and Ken represent the business positions, and Tim holds the spot reserved for Native American representation as well as a business. Ken will be stepping down as he is retiring this fall. An email will be sent to the membership requesting anyone interested to submit a response expressing his/her interest for serving on the board. The deadline is March 1st. The Nominating Committee will then meet to recommend officers and board members; a board conference call will be held to vote on the recommendations prior to the membership vote.
- b. Legislative Committee. Chair Rick Edwards reported Sean Becker and the MT Dept. of Commerce is working to place the funding for Montana's key economic development programs in the Governor's Budget. Two main concerns: the funding source and the need to educate public officials as to the importance of these programs. Sarah Converse reported on progress she has made in talking with legislators; MACo and MT League of Cities and Towns membership should be included in outreach.

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* KELLIE DANIELSON, KALISPELL * KATHIE BAILEY, LEWISTOWN * KEN RICHARDSON, MISSOULA * TIM GUARDIPEE, BILLINGS *

- c. MIC – Jason Rittal and Brian Obert. Jason and Brian provided an update on Montana Infrastructure Coalition (MIC) progress to date. It is essential for MEDA members to be engaged in this work to seek funding for Montana’s infrastructure needs. For-Profit entities cannot serve on the board; a non-voting membership is available for \$500. To become a founding member of the MIC and have a voice and a vote in decisions going forward, the buy-in is \$5,000. Eventually annual dues will be established, but funds are needed now to launch the coalition. Paul Tuss moved to approve MEDA’s membership in the MIC; Jim Davison seconded the motion. Motion carried. Sarah moved for Jason Rittal to serve as MEDA’s designated representative to the MIC, with Brian Obert assisting. Tracy McIntyre seconded the motion; motion carried. Jason and Brian will attend meetings on MEDA’s behalf. Tracy was asked to include expenses (should they be needed) for Jason’s travel to MIC meetings as part of MEDA’s marketing expense. All expenses are to be documented and approved prior to payment.
- d. Scholarship and Professional Development – Anne Boothe and Kellie Danielson. Anne reported more scholarship applications seem to be coming in via the quarterly deadline approach, although it is confusing for some. Anne and Kellie are planning a meeting soon.
- e. Spring Conference – Pam Haxby Cote. Pam reported the MEDA Spring Conference will begin with a Pub Crawl networking event on Wednesday evening, April 20th, in Butte. The theme for the conference is “Plug into Montana’s Talent” with sessions reflecting different workforce scenarios and success stories. The Friday morning session will be very dynamic and feature new ways to plug into Montana’s talent.

4. Strategic Imperatives Update

- a. Discussion of need to re-format existing Strategic Plan to include benchmarks, etc. This discussion was tabled until the April board meeting.
- b. Partnership with MDOC and Partnership Building
 - 1. MDOC. Sean Becker reported the great news that the contract between MDOC and MEDA has been renewed for the next seven years with an annual renewal requirement. Sean and Karyl Tobel were thanked for their continued support and partnership.
 - 2. Partnership Building. MEDA has been asked to join the Montana Chamber; a reciprocal membership is being discussed. Regarding MACo, Rick moved for Sarah to serve as MEDA’s representative to MACo and the Community Development Committee. Jim Atchison seconded the motion; motion carried. Sarah will serve as the committee’s Secretary. It was noted a representative is needed for Montana League of Cities and Towns as well.
- c. Marketing – Tracy McIntyre. Tracy reported the Marketing crew recently met and is working again with CTA in Billings to design stand-alone or combined Banner Bug screens. The mechanical pieces were purchased prior to the Town Hall Meeting and fitted with infrastructure graphics. Now those screens can be replaced with promotional materials for MEDA. Also in the works: videos, and possibly a sponsorship package.
- d. Relevancy – Steve Arveschoug and James Grunke. This committee has not met recently.
- e. Membership – Roger Hopkins. This committee has not met recently.

5. Misc.

- a. Resource Team Assessments – Deer Lodge and Ronan. Gloria reported there is renewed interest in holding Resource Team Assessments. One year follow-up celebrations have been taking place and bolstered by MDOC tourism and program managers holding training the next day. This event/training partnership has been very successful and welcomed by the communities involved.
- b. Working Group Updates. Gloria reported the BEAR and RLF Working Groups recently met.
- c. Private Medical School. The board discussed efforts (both pro and con) of seeking a private medical school in Montana and without additional information did not feel comfortable taking action at this time.

Action Items:

- Nominating Committee to meet to recommend board seats and officers.
- Tracy – Tracy was asked to include expenses (should they be needed) for Jason’s travel to MIC meetings as part of MEDA’s marketing expense. All expenses are to be documented and approved prior to payment.
- Gloria – find old MACo MEDA MOU/agreement.