MEDA Board Meeting
November 15, 2019
10:00am

On the call: Tim Guardipee, Marie Hirsch, Sara Hudson, Charles Robison, Toni Schneider, Chris Cerquone, Joe Willauer, Paddy Fleming, Brian Obert, Ken Fichtler, Beth Epley, Jim Atchison, Steve Arveschoug, Craig Erickson, Brent Donnelly, Russ Fletcher, Brett Doney, Kim Morisaki, Tracy McIntyre, Mike O’Rourke, and Gloria O’Rourke.

1. Next Generation of Community and Economic Development Tools Project—Brian Obert and Steve Arveschoug
   Brian gave an overview of where the project is currently. TIP Strategies came out on top of the rankings and a draft contract is in hand. MEDA is at 2/3 of its fundraising goal.
   a. Fundraising Status Report
      Steve and Brian reported commitments are at a total of $80,250. There are still some large “asks” that are out, including Montana Chamber. While MACo and MLCT will likely not contribute funds, there will be support in kind. Other “asks” are in progress. Steve encouraged the entire board to tap shoulders of their partners. The question was asked if media entities should be approached for funding. It was thought in-kind would be best. Tracy McIntyre and Anne Boothe are reaching out to cooperatives.
   
   b. Kickoff Conference Call—November 25 is the tentative date to do a kickoff conference call to walk through the scope of work, schedule, and TIP Strategies approach. The conversation would also include who should be engaged and next steps.

   c. First Site Visit with Key Stakeholders
      TIP Strategies is holding December 16, 17, 18 for the first site visit to Montana. It would include face-time with stakeholders and other groups key to the project as well as on-the-ground discovery work.

   d. Review Final Draft Contract with TIP Strategies
      Steve shared the latest draft with TIP. Steve made it clear that MEDA will not sign the contract until the funds are raised. Steve asked for feedback to fine-tune the contract; he also asked for direction on authority to sign the contract once funds are raised or if the board would like to hold another call.

Discussion:
• Brett was concerned the contract does not incorporate the RFP or the proposal the firm submitted.
• Brett said the eight scope of work items are not reflected in the deliverables.
  o Steve, Brian, and Sarah will review the draft and make sure there are no inconsistencies.
  o Sarah has a legal advisor reviewing the contract as well.

Following the contract clean-up, Brett requested another conference call to review and approve the final contract as well as assess funding. The call will take place November 21st; at 8am. Brian may need to lead the call as Steve will be unavailable. On the agenda: funding update and contract approval.

2. Update 2020 Spring Conference—Kim Morisaki, Charles Robison, Gloria O’Rourke
The conference will be May 12 – 14, in Kalispell, at the Red Lion. Kim asked for feedback on the agenda regarding a segment for Professional Development or should the in-depth program education piece be part of the conference. Charles has contacted other program providers such as MDOC, SBA, and USDA; they are meeting next week to further define the training. The basic structure will be a series of short TED talks, an economic developer that was involved with the project followed by tours. The goal of this training and presentations: get more value from funders and use the funds that are available.

TIP Strategies will need time to share recommendations and implementation plans. It will be important for MEDA to invite key stakeholders.

Discussion:
• It was thought the training/breakouts/tours on funding providers could be made a part of the conference. Professional Development would be a part of the conference itself.
• Should the NextGen presentation be a stand-alone event?
• Would it be challenging to have two conferences in one month?

Conclusion: The RFP Committee will visit with Kim and determine if the rollout should take place at the conference or rather as a stand-alone event.

3. Update—Opportunity Zone Contractor and Scope of Work—Gloria
Gloria shared Garrett Norcott responded to this question; MDOC does not have an announcement yet but may have an announcement next week.

4. Update—Membership Committee—Chris Cerquone
Chris shared the Membership Committee recently met and exchanged a lot of information. The committee is reviewing the information and will meet again on November 20th. Under consideration: sponsorships, membership levels, SRDC status; the group is also sharing a board evaluation form.

5. Update from Budget Committee—Rick Edwards and Mike O’Rourke
As the board approved the 2020 budget at the last meeting, there is nothing to report at this time. Once the Membership Committee and the board have agreed on new membership items, the budget can be adjusted.
6. Planners and Economic Developers Meeting to consider housing challenges in MT—Steve
   Steve received a phone call recently from Brit Fontenot to consider a joint meeting with planners
   around the state to discuss housing issues. Tracy noted economic developers have been asked to
   contribute to the conference regarding workforce housing issues. Planners should be included in
   the housing conference agenda.

7. Set Year-End MEDA Board Conference Call/Meeting
   Steve would like to hold a meeting or conference call to receive recommendations to the budget
   before the year ends and wrap up any items so that the New Year begins right. Gloria noted the
   meeting needs to take place mid-December as membership dues invoices need to go out and should
   reflect whatever new membership options the board has put into place.