MINUTES PACKET

1. September 19, 2018
2. November 5, 2018
3. January 3, 2019
4. March 14, 2019
5. ExCom April 25, 2019
MEDA Board Meeting Minutes
September 19, 2018
The UofM, Missoula, MT

Present: Steve Arveschoug, Tim Guardipee, Stephanie Ray, Sue Taylor, Tori Matejovsky, Gypsy Ray, Wayne Gardella, Casey Lozar, Tracy McIntyre, Kim Morisaki, Sean Becker, Adam Vauthier, Charles Robison, Sarah Converse, Joe Willauer, Jim Davison, Brian Obert, Paul Tuss, Brent Donnelly, Mike O’Rourke, Pam Haxby-Cote, Brett Doney, and Gloria O’Rourke.

1. Introductions
   Steve welcomed everyone to the meeting and thanked everyone for attending.

2. Approval of Minutes: July 9 – 10, August 30, and September 6th Executive Committee minutes.
   Tracy moved to approve the minutes; Sarah seconded the motion. Motion carried.

3. Financial Reports
   Mike O’Rourke reviewed the AZ Report, Financials and noted the membership list of those who have dropped membership.
   a. AZ Report – Jim Davison moved to approve the financials; Joe Willauer seconded the motion. Motion carried.
   b. Membership List – the board reviewed the list of dropped members. The Membership Committee will review the list; board members will encourage participation from those they know.
   
   Action Items:
   - If dues has not been paid for three months, Steve is willing to send a letter to encourage them to remain active.
   - If dues remains unpaid after receiving a letter from Steve, MEDA will contact the individual and ask of their interest in continuing.

4. By-Laws Vote
   a. By-Laws Draft - Chris Cerquone, Membership and Marketing Committee Chair, reviewed the by-laws draft. It was noted the By-laws should be reviewed every three years. Ex officio status will be reviewed in the near future to determine if MDLI and MT Dept. of Ag wish to be involved. Brian moved to accept the by-laws as presented. Gypsy seconded the motion. Motion carried.

      Brett moved to delete the line in Article VI Section 3 as it no longer matched the list of Executive Committee members. Chris seconded the motion; motion carried.

   b. Filling board vacancies
      With the approval of the by-laws there are now three vacant positions on the revolving seats and two to be appointed to assist with the Executive Committee. Chris shared a survey the Membership Committee conducted amongst the committee which indicated their preference for representatives of small business, education and workforce, manufacturing, and technology/innovation. The Nominating Committee will be asked to engage the Membership Committee to give them names of potential members. Tracy is the Nominating Committee Chair. Steve recommended this information be shared during the MEDA meeting on Friday morning and give the membership an opportunity to respond. The goal is to have the board in place prior to the Legislative Session.

   Action Items:
• The Nominating Committee will suggest names for the two seats to serve on the Executive Committee. These seats will build the bench of leadership for MEDA.

• The Nominating Committee will meet and outline the process of nominating the rotating seats with input from the Membership Committee. A full board vote will be taken via conference call.

5. Committee and Activity Updates
   a. Legislative Strategy – Rick
      i. Interim Affairs Committee update/Update on MEDA Strategy – Steve provided an update on the meeting and noted there were several areas of difference in MDOC’s testimony and MEDA’s testimony. Pam emphasized that MEDA and MDOC must be on the same page moving forward.

<table>
<thead>
<tr>
<th>Strategy Differences and Conclusions</th>
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<tbody>
<tr>
<td><strong>MDOC</strong></td>
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<tr>
<td>Remove sunset</td>
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<tr>
<td>Remove funding split for workforce and planning.</td>
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<tr>
<td>Funds remain as is in MBRCT</td>
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<tr>
<td>Drop from strategy MEDA Study for MT Economic Development Strategies</td>
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Discussion:

• Tracy noted MEDA’s membership as well as program partners need to be included and involved in the MEDA strategy.

• MEDA Study – The item will be deleted from MEDA’s Legislative Strategy. Although the study announcement was shared with MACo and supported the board decided to work behind the scenes in preparation for the study. A major announcement about the study could be planned immediately following the Legislative Session. Talking points are needed for the study so that it is understood this is not a program assessment but a strategy for 21st Century Economic Development in Montana.

Pending Bills:
Pam reported there is a bill being drafted as a result of SJR20 for BSTF to encourage services in high poverty counties; Pam will share this bill draft with MEDA for discussion.

Pam reported a bill is pending to include housing as infrastructure which would allow funding from TSEP and BSTF.

Action Items:

• Once Pam has sent the bill draft to Gloria she will share it with the board; Rick will hold a Legislative Committee meeting.

• Gloria will re-draft the MEDA Legislative Strategy with the above changes.

• Rotunda Day Committee: Joe, Sean, Eric, and Sarah
b. Membership and Marketing – Chris reported
   i. Testimonials – Newfields will be sponsoring a video room during the MEDA conference. In partnership with MCDC, Guy Gregory will be serving as the interviewer and videographer. Edits to the videos will be made in November. The purpose of the videos is to showcase the 2019 programs for legislators.
   ii. Website – the upgraded MEDA website has launched. The Membership Committee provided recommendations to Gloria and Golden Shovel.
   iii. Marketing – Golden Shovel. Under the expanded contract with Golden Shovel success stories will be shared at least three times per quarter. Golden Shovel will expand MEDA’s social media and focus on sharing success stories.

c. Professional Development and Scholarship – Brett
   Brett thanked Julie Jaksha, Tracy McIntyre and Joe Willauer for training on facilitation skills for Professional Development. Plans are still in the works for MEDA Professional Development webinars two times per year.

d. Scholarship Committee – there were two applicants for the Third Quarter Round. Both Gypsy Ray and Adam Benson received awards.

e. Awards – Brett and Kathie
   Brett reported the Awards Committee still needs more innovation award applicants. Brett encouraged every board member to submit a project in 2019.

f. MT Design Team (three state grant for Resource Team Assessments) – Sue
   Sue reported the Poplar Phase 2 Report is almost complete; CRDCs will be asked to recommend a location for the next Community Review.

6. Conferences
   a. Status of UnConference – Gloria reported over 100 people are registered. Jenni Graff was thanked for her work as host via Missoula Economic Partnership.
   b. Spring 2019 – Glendive - Gloria will obtain dates from Dawson County Economic Development.
   c. Pending: Fall 2019 Lewistown; Spring 2020 Kalispell

7. Strategic Imperatives Update
   a. Partnership building
      i. MIC – Brian reported MIC is meeting Monday and MEDA is well represented.
      ii. MACo – Sarah reported MEDA’s Legislative Strategy was shared at the MACo Conference and the group is 100% behind us. Sarah also noted Montana League of Cities and Towns is not in the MEDA communication loop.
   b. Relevancy – Steve reported it is the task of the Relevancy Committee to move ahead with the study in the near future.

Purpose of the Call
Rick shared there are new numbers to consider regarding the 2019 programs.

Changes include 1. SBDC add $60,000; 2. Food and Ag Centers $300,000 - now on the 2019 program line item. 3. Export and Trade additional $100,000

To retain these changes and our previous decisions MT BRC is reduced to $340,000. There would likely be only $100,000 for grants once admin is paid. MEDA does not want to see the FTE position lost.

Pam explained the $60,000 would be used for federal match for SBA funding. This would prevent returning funds due to the lack of a match. Regarding $100,000 for Export/Trade, this program is always over prescribed.

Discussion and Vote:
After much discussion, Rick moved to adjust the numbers as outlined by Marty. Brian Obert seconded the motion. Motion carried.
Now MEDA’s task is to reach out to legislators, partners, and our membership.

<table>
<thead>
<tr>
<th>Program</th>
<th>Current Law Funding Through 06/30/2019</th>
<th>MEDA Strategy FY Increase 09/19/18</th>
<th>MDOC Proposed Law Funding (Permanent) FY Increase 10/22/2018</th>
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<td>Small Business Innovation Research*</td>
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<td>Certified Regional Development Corporations*</td>
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<td>Montana Manufacturing Extension Center*</td>
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<td>Export Trade Enhancement*</td>
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<td>Research and Commercialization*</td>
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<td>Department of Commerce Programs:</td>
<td>$2,375,000</td>
<td>$2,375,000</td>
<td>$2,300,000</td>
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** Currently Funded in HB 2 and 90-
LEGISLATIVE PRIORITIES:

Remove the 2019 sunset of key economic development programs.

Build capacity by permanently transferring $ from MTBRC to CRDCs, SBDCs, Trade, MMEC and FADCs; add a Food and Ag Center in Southwest Montana.

Fund long-time one-time-only programs Primary Sector Business Training, Indian Country Economic Development, and Native American Language Preservation in the base budget.

Background: The total to fund the eight “key” economic development programs, otherwise known as the “2019 Programs” is $3,365,000 per year. The total funding consists of $3,065,000 in coal severance taxes under 15-35-108, MCA, a $195,000 transfer to Food and Ag Centers under 90-3-1003, MCA, and a $105,000 HB 2 appropriation to the Department of Agriculture. Montana Economic Development Organizations have a record of success in using and implementing these essential tools to build and sustain Montana’s economy. Funding has remained flat for these tools for nearly 20 years, and Montana is losing ground in our effort to attract and retain workforce and private investment. Now more than ever, it is essential that Montana builds capacity in our economic development resources.

Address Immediate Economic Development Needs:

1. Remove the 2019 Sunset to retain effective economic development tools.

2. Build Capacity: focus limited resources in areas of critical importance. Remove $935,000 from MT Board of Research and Commercialization. This transaction would leave a balance of $340,000 for board administration and grants. Increase Certified Regional Development Corporation (CRDC) funding by $200,000 for a total of $625,000; increase Small Business Development Center (SBDC) funding by $260,000 for a total of $385,000 ($60,000 of which to be maintained at the Department of Commerce to be used as match for SBDCs located across the state); increase Export Trade Enhancement (Trade) funding by $100,000 for a total of $400,000; increase Montana Manufacturing Extension Center (MMEC) funding by $300,000 for a total of $500,000; and, finally, increase Food and Ag Center (FADC) funding by $75,000 for a total of $375,000 which includes the addition of a center in Southwest Montana. A new line item will be added to 15-35-108, MCA providing funding of $375,000 for Food and Ag Centers. This new line item funding amount will be offset by a repeal of the transfer required under 90-3-1003 and the removal of any request for funding in HB 2.

3. Support one-time-only programs and encourage the funding for these programs be placed in the base budget, at current levels, including: Primary Sector Business Training, Indian Country Economic Development, and Native American Language Preservation.
4. **Add transparency and certainty** to how Food and Agriculture Development Centers are funded. Pursuant to 90-3-1003, MCA, each fiscal year $195,000 is transferred from the Montana Board of Research and Commercialization Technology’s $1.275 million line-item provided for in 15-35-108 (coal severance) to the Department of Agriculture to support Food and Agriculture Development Centers. These entities have also received an additional $105,000 appropriation in HB 2 via the Department of Agriculture, for a total funding level of $300,000 per fiscal year. As stated above, MEDA supports increasing this funding by $75,000 for a total of $375,000 which will allow the addition of a center in Southwest Montana.

**Montana Dept. of Commerce Projects, Grants, and Loans**

**Montana Office of Tourism and Business Development**

FY 1999 – 2018  Visit:  [http://commerce.mt.gov/about/fundedprojects](http://commerce.mt.gov/about/fundedprojects)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Montana Tourism Emergency Marketing Grant</th>
<th>Montana Technology Innovation Partnership</th>
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<tr>
<td>15-65-121 Grant</td>
<td>Small Business Development Training Grant</td>
<td>Montana Manufacturing Extension Center (MMEC)</td>
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<td>Big Sky Economic Development Trust Fund Job Creation Project</td>
<td>Small Business Development Center</td>
<td>Montana Cooperative Development Center (MCDC)</td>
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<td>Big Sky Economic Development Trust Fund Planning Project</td>
<td>State Trade Expansion Program Grant</td>
<td>Certified Regional Development Corporations (CRDC)</td>
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<td>State Tribal Economic Development Commission</td>
<td>Small Business Development Centers (SBDC)</td>
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<td>Indian Country Economic Development</td>
<td>Tourism E-Marketing Technology Grant</td>
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<td>Indian Entrepreneur</td>
<td>Tourism Infrastructure Investment</td>
<td>Montana Manufacturing Extension Center (MMEC)</td>
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<td>MicroBusiness Finance Program</td>
<td>Tourism Trade Show Assistance</td>
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<td>Montana Big Sky Film Grant</td>
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<td>Montana Board of Research and Commercialization Technology</td>
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<td>Montana Disaster Recovery Small Business Grant</td>
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<td>Montana SBIR STTR Matching Funds</td>
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<td>Montana State Small Business Credit Initiative</td>
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**Total Proposed “2019” Program funds:**

<table>
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<tr>
<th>Program</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Small Business Research</td>
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<tr>
<td>Office of Trade and International Relations (Trade)</td>
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<tr>
<td>Growth through Agriculture (GTA)</td>
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<td>Montana Manufacturing Extension Center (MMEC)</td>
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<td>Small Business Development Centers (SBDC)</td>
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<td>Food and Agriculture Development Centers (FADC)</td>
<td>$375,000</td>
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<tr>
<td>MT Board of Research and Commercialization</td>
<td>$340,000</td>
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$3,365,000  TOTAL
MEDA Board Call
January 3, 2019
2:30pm

On the call: Tim Guardipee, Steve Arveschoug, Rick Edwards, Jason Rittal, Paul Tuss, Sue Taylor, Leslie Messer, Jim Atchison, Brett Doney, Chris Cerquone, Kathie Bailey, Joe Willauer, Sarah Converse, Russ Fletcher, Sean Becker, Jim Davison, Brian Obert, and Gloria O’Rourke.

Purpose of the Call: Board Seats, IRP Legislation, Video Creation

1. Nominating Committee Recommendations
   a) Two open board seats
      As per their report, the Nominating Committee recommends adding Craig Erickson and Paddy Fleming to the board. Eight people expressed interest in joining the board. Kathie moved to accept the nomination; Leslie seconded the motion. Motion carried.

      It was suggested to engage those expressing interest in working groups to keep their interest keen.

   b) Expanding Executive Committee
      The Nominating Committee, after much deliberation recommend adding to the Executive Bench Joe Willauer and Tori Matejovsky. Sue moved to approve Joe and Tori; Brian seconded the motion. Motion carried; Brett Doney voted nay.

2. IRP Legislation - Recommendation from Legislative Committee
   The MEDA Legislative Committee approved moving forward with finding a sponsor for additional IRP funding. MEDA would need to find a sponsor, draft a bill, and support it through the process. Steve asked for a board discussion and decision to add this to MEDA’s legislative priorities. The concern is that this action will detract from our efforts with HB52 and ending the sunset on 2019 programs.

      Conclusion: After much discussion, it was decided MEDA would support a bill once it is in place. Brian and Sarah will work together to come up with sponsors. Dan Villa could be looped in for technical assistance. MEDA concurs with the general direction of the Legislative Committee.

3. Raw Video Discussion
   The Membership and Marketing Committee requested the board Invest $1200 to edit the raw video created during the MEDA Fall Conference. Sue moved MEDA spend up to $1200 and engage no less than two members from the membership and marketing group to help with the script and appropriate content. Joe seconded the motion. Joe offered to volunteer. Motion carried with Brett voting nay.
MEDA Board Call  
March 14, 2019  
3:00pm


Purpose: To discuss and make a decision regarding MEDA’s support for LC1182 also known as 406 Impact Districts – a Statewide Economic Development Tool.

Update:
Steve reported LC1182 is going through review today. A hearing is set for Thursday, March 21st, at 9am, at Senate Taxation.  [Link for more information.]

Steve explained as all economic developers know, new tools are needed to conduct, promote, and build economic development. This is how the legislation for 406 Impact Districts came to be written. Studies were conducted, others states were contacted, other similar models were studied to create the framework for this new economic development tool.

Steve knows of concerns with the $300 million threshold. He is willing to discuss tiers or other options.

Technical Discussion:

- Gloria reported Rick said he is supportive of this legislation and would be willing to work on the threshold issues.
- Chris Cerquone and Paddy Fleming could not be on the call but expressed support.
- Kim asked about the $300 threshold; Steve said the threshold is set high to ensure that there is significant tax base gain to both the State and local community. Steve said they did not come up with a “break even” threshold. There is time to study other thresholds.
- Sarah’s concern from the rural perspective is that the bill will take a lot of changes to make it truly a statewide tool. Sarah wishes this bill was coming forward after MEDA’s analysis which is planned to take place following the session. Sarah does not see how the bill will benefit rural communities.
- Leslie has talked with commissioners and city council members. They noted that if this bill were in existence during the last boom Sidney experienced projects combined would only have reached a $60 million threshold.
- Russ asked how other states have done this. Steve reported Minnesota and other states have worked out the issues realizing the benefit for the state to see one community, i.e., Rochester, to grow in partnership with the Mayo Clinic.
- Kathie brought up Section 4 and the local government definition is permitted to create a statewide economic district; counties cannot go outside the district and the districts cannot overlap. She also had concerns with Section 3. Kathie also had concerns with the threshold. Steve noted districts cannot overlap, but multiple counties could make joint decisions. In other words, decisions cannot be made outside a jurisdiction.
- Paul Tuss asked about the work MEDA will do following the session to create and explore new tools for economic development and wondered if there is a time concern to make this decision now. Steve sees the issues coming up and others trying to solve the problems and MEDA is not at the table. He feels MEDA supporting this bill would send a message that MEDA is willing to support new tools. Steve feels this will make a mark for this session.
- Kim reminded everyone that what is good for one area of the state is good for the rest of the state, even though this legislation may not directly affect a specific area.
- Brett felt the bill is not good policy. How much of the activity would happen without this bill? How much of the funding is coming from within state and from outside of state? How much of economic development is new? Or is it just re-distribution?
**Political Discussion and Decision:**

HB52 is MEDA’s number one priority and wants to do nothing that will hurt its progress.

- Sarah suggested quietly supporting this bill but depending on timing go all out for HB52.
- Brett felt this is not good policy based on his comments above. MEDA is putting its reputation on the line when all of the policies are not in place.
- Does this build our story for the next two years? Does it ruin our credibility?
- Russ noted a study group is moving forward after the session.

Kathie moved MEDA as a board monitor and watch this bill as it moves forward in the legislature. Brett seconded the motion.

Steve suggested before a vote is held to remove it from the table as a “no action” vote will be perceived as non-support. With this said, Brett withdrew his motion to second. Due to no motion on the table there was no further action on the issue.

**Next steps:** Steve will send a note to the board and encourage additional study of this legislation. It will take time beyond this session, but is an opportunity for all to learn more about this tool.
On the call: Paul Tuss, Brian Obert, Rick Edwards, Tori Matejovsky, Ken Fichtler, and Gloria O’Rourke.

1. EDA i6 Discussion
   Ken Fichtler joined the call today to share information from the Director of EDA’s Office of Innovation and Entrepreneurship, which is the office that controls the i6 grants. Ken learned the office is interested in funding a project in Montana but multiple applications rather than combined applications has held Montana back. Applications with statewide impacts are being awarded. Examples: regional innovation centers, vertical specific accelerators, tech transfer, etc.
   Action items:
   Put together a working group or committee for statewide i6 application
   - Ken serve as facilitator
   - MEDA serve as convener

2. Agenda for May 21st board meeting
   It was suggested Steve push through the agenda and leave plenty of time for the Strategy for Montana Economic Development Tools discussion. Brian suggested our partners such as MACo, MLCT, and MT Chamber are aware MEDA is beginning this process. Everyone agreed but felt that MEDA needs to have a framework in place before sharing details with our partners.

3. Regarding EDA authorization changes (topic raised by Brett Doney via board email):
   a. After a period of time, change the designation to be non-federal; address the match (unencumbered funds) going forward as well.
   b. Paul suggested using the model of the SCSI Treasury Program which ended designation after several years.

MEDA Board Meeting Agenda
May 21, 2019
Dawson College, Room 144, Glendive  6pm – 8pm Working Dinner

Agenda
1. Approval of Minutes – 09/19/2018, 11/5/18, 01/03/19, 03/14/19
2. Financials
   a. Current Financials
   b. 2018 Year End Financials
   c. 2019 Budget
3. Directors and Officers
   a. Nominating Committee Report
   b. Election of Directors and Officers
4. Committee and Activity Updates
   a. Legislative – Rick
   b. Membership and Marketing – Chris
   c. Professional Development and Scholarship – Brett
   d. Awards – Kathie
   e. MT Design Team (three state grant for Resource Team Assessments) – Sue
5. Conferences
   a. Spring 2019 Update
   b. Fall 2019 Lewistown and Spring 2020 Kalispell
6. Strategic Imperatives Update
   a. Partnership building
      i. MIC – Brian
      ii. MACo – Sarah
   b. Relevancy – Steve
      i. Strategy for Montana Economic Development Tools