MEDA BOARD MEETING
Red Lion – Helena; Judicial Room
February 27, 2012; 5:30 – 7:30 pm

MINUTES

PRESENT: Larry Mires, Andy Poole, Evan Barrett, Stuart Leidner, Terry Myhre, Kathie Bailey, Jason Rittal, Anne Boothe, Jim Smitham, Leslie Messer, Jim Atchison, Brian Gion, Tracy McIntyre, Jim Davison, Rick Edwards, Maria Valandra, Brigitta Freer, Tony Preite and Gloria O’Rourke.

1. Welcome and Approval of Minutes
President Larry Mires welcomed everyone to the meeting and requested approval of the December 9th minutes. Rick Edwards so moved, Terry Myhre seconded; motion carried.

2. Financials and Draft Budget
Andy Poole moved to approve the 2012 MEDA Budget. Stuart Leidner seconded the motion; motion carried.

Discussion and Action Items:
- Gloria will run an Accounts Receivable report and contact past-due invoice holders.
- Gloria is to remove all non-members from the MEDA Members listserve so that this communication is a true membership option.
- Budget Enhancement Committee formed: Rick Edwards, Chair; Jason Rittal, Anne Boothe will meet to revise and prepare a budget to be presented to the board in November of 2012 for 2013. The committee will consider an increase in membership dues, changes in conference structure, etc., to enhance MEDA’s income.

3. Consideration of IEDC Code of Ethics
IEDC Code of Ethics was reviewed and compared to MEDA’s current code. A committee was formed to integrate the two documents. Code of Ethics Committee: Evan Barrett (Chair), Jim Davison and Stuart Leidner.

4. Sector Analysis Project Update
Progress continues on the Montana Regional Economic Sector Analysis project. A report will be ready for review by the end of June.
5. **Strategic Plan Update**
Tracy McIntyre presented the MEDA Strategic Plan compilation to the board. Gloria will place the information into a matrix. The next step will be to assign champions to specific tasks and insert time-lines for completion of objectives.

6. **Committee Updates:**
   a. **Annual Meeting.** The Annual Meeting agenda was reviewed; several will meet tonight to fine-tune the Gubernatorial Forum last minute details.
   
   b. **By-Laws Committee.** After reviewing the Committee’s recommendations, the board voted as follows:
      i. Rick Edwards moved to add Article VI. Section1. E. listing the Professional Development Committee as a permanent committee and leave Section 5. C as it currently reads thus the Program Review Committee will remain as an ad hoc committee. Tracy McIntyre seconded the motion. All voted in favor with Kathie Bailey voting nay. Motion carried.
      ii. Terry Myhre moved to accept the nine permanent board seats with Missoula Economic Partnership replacing MAEDC with the understanding that the By-Laws Committee will further review board composition, board size and the original purpose of the nine permanent seats. Rick Edwards seconded the motion. All voted in favor with Kathie Bailey and Tracy McIntyre voting nay. A request was made for Jim Davison and Evan Barrett to write the history of how the nine seats were established.
   
   c. **Nominations.** Kathie Bailey moved to approve the Nominating Committee’s recommendations as stated below. Brian Gion seconded the motion; motion carried. Due to a change in her career focus, Maria Valandra is stepping off the board and recommended Leonard Smith for her replacement.

**Officers**
Past President – Larry Mires
President – Tracy McIntyre
Vice President – Terry Myhre
Treasurer – Rick Edwards
Secretary – Gloria O’Rourke

<table>
<thead>
<tr>
<th>Directors with terms ending 2014</th>
<th>Directors with terms ending 2013:</th>
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<tbody>
<tr>
<td>Martin DeWitt</td>
<td>Jason Rittal</td>
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<tr>
<td>Anne Boothe</td>
<td>Kathie Bailey</td>
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<td>Ken Richardson*</td>
<td>Maria Valandra**</td>
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<td>Rick Edwards*</td>
<td>Brian Gion</td>
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<td>Leslie Messer</td>
<td>Andy Poole</td>
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<td></td>
<td>Tracy McIntyre</td>
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<td>Jim Atchison</td>
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* Indicates business seat as per MEDA By-laws  ** Indicates Native American seat as per MEDA By-laws

**Permanent seats:**
Anaconda – Jim Davison, Anaconda Local Development Corp.
Butte – Jim Smitham, Butte Local Development Corp
Billings – Steve Arveschoug, Big Sky EDA
Bozeman – Stuart Leidner, Prospera Business Network
Great Falls – Brett Doney, Great Falls Development Authority
Havre – Paul Tuss, Bear Paw Development Corp.
Helena – Terry Myhre, Montana Business Assistance Connection
Kalispell – Kellie Danielson, Montana West Economic Development
Missoula – Brigitta Freer, Missoula Economic Partnership
d. **Scholarship.** Terry Myhre moved to fund the spring and fall scholarship rounds at the $3,000 level, taking money from checking to place in the scholarship account. Rick Edwards seconded the motion; motion carried. Anne Boothe is considering a requirement that an applicant must have attended at least one MEDA conference.

e. **Legislative.** Rick Edwards updated the board on the activities and strategic planning of the MEDA Interim Legislative Committee. One strategy is to no longer refer to key economic development programs as the “2019 Programs” but rather a suite of programs that interact, support, and work together to build economic development in Montana. Future decisions that need to be made include requesting an inflationary adjustment as well as indexing. As these programs have not had an increase since 1999 the buying power loss is estimated to be 37%. The committee will also review two proposals in the near future regarding tourism imitative as well as a Federal wireless tax issue.

f. **Professional Development.** Kellie Danielson, Chair, submitted a written report stating the next training is set for May 18th, at Montana Tech in Butte. The training will include detailed information on Tax Increment Financing. PPL Montana has once again agreed to sponsor MEDA Professional Development training in the amount of $10,000 for 2012.

g. **Program Review.** The MEDA Economic Development Program Review Committee will hold its first meeting tomorrow morning. The main purpose of this committee is to serve as a communication channel between program directors and economic development practitioners to strengthen the mechanics of key economic development program operations as needed. Tony Preite is Chair of the committee.

7. **BEAR Update.** Gloria shared the 2011 Statewide BEAR Report with the board. BEAR had its most active year to date. The ExecutivePulse contract, in the amount of $14,000 for the entire state to access, will be up for renewal in September; Evan Barrett said funding looks good at this time. The board expressed concern that the BEAR visits include major employers as well as small business owners as the IWT grants are causing an emphasis outreach to smaller businesses. Part of the BEAR philosophy is to build a relationship with key anchor businesses as a priority. Gloria was asked to make sure Job Service BEAR Team members are aware of the full spectrum of economic development programs. Gloria will make this a part of each BEAR Training in the future; Andy will assist with providing the information.

8. **Fall Conference.** The board is considering Lewiston for the fall conference location. The meeting needs to take place prior to the mail-in ballot period, thus the last week of September or first week of October would be best. A second Gubernatorial Candidate will be held. It was suggested the candidates speak during lunch or dinner so as to not dominate the entire MEDA conference agenda.

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Who</th>
<th>When</th>
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<tbody>
<tr>
<td>Clean up Accounts Receivables; MEDA Members only listserve; At-A-Glance Strategic Plan</td>
<td>Gloria</td>
<td>04/30/2012</td>
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<tr>
<td>Budget Enhancement Committee – revise budget and recommend income opportunities/strategy</td>
<td>Rick (Chair), Jason, Anne</td>
<td>Draft Budget prior to November 2012</td>
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<td>Code of Ethics compilation</td>
<td>Evan (Chair) Jim D and Stuart</td>
<td>Prior to next board meeting June 2012</td>
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<td>Compile history of nine permanent seat board composition</td>
<td>Evan and Jim D</td>
<td>04/30/2012</td>
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<td>By-Laws Committee will further review board composition, board size and consider original purpose of the nine permanent seats. (provided by Evan and Jim D.)</td>
<td>Kathie (Chair), Brett, Jason, Stuart</td>
<td>Prior to next board meeting June 2012</td>
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<td>ED program training component for BEAR Teams</td>
<td>Andy and Gloria</td>
<td>04/30/2012</td>
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