MEDA BOARD MEETING MINUTES
Conference Call
February 4, 2013
9:00am – 10:30am

On the Call: Tracy McIntyre, Brigitta Freer, Jim Davison, John Rogers, Andy Shirtliff, Jason Rittal, Brian Gion, Jim Smitham, Anne Boothe, Ken Richardson, Stuart Leidner, Chris Mehus, Rick Edwards, Paul Tuss, Andy Poole, Joe McClure, Brett Doney, Kellie Danielson, Jim Atchison, and Gloria O’Rourke.

1. Previous Minutes October 2, 2012 – Board
   President Tracy McIntyre requested a motion to approve the October meeting minutes. Rick Edwards moved to approve; Stuart Leidner seconded the motion. Motion carried.

   Treasurer Rick Edwards reviewed the 2012 Financial Reports and a Draft 2013 Budget. Anne Boothe moved to approve the financial reports; Jim Smitham seconded the motion. Motion carried.
   Stuart Leidner moved to approve the 2013 Budget; Brian Gion seconded the motion. Motion carried.

3. Project Proposal: Online Economic Development Gateway for MT – Chris Mehus
   Chris Mehus submitted a Project Proposal regarding building a statewide online economic development gateway for Montana. Chris provided background information on the year-long developing project and requested the MEDA Board review the Scope of Work if not today, in the near future. Chris also requested a MEDA Working Group be formed with the approval of the MEDA Board.
   Discussion:
   - Funding for the project would come largely from the private sector raised by Golden Shovel. It was cautioned these funders may be the same that LDO’s approach for support. Golden Shovel would check with LDO’s before contacting funders.
   - A formal RFQ or RFP should be released.
   - Regarding the site selector options, Golden Shovel would build on what already exists.
   - Existing websites would not be changed (unless requested) but what is currently available would be used. John Rogers said the state will take some time to determine how to proceed with its existing websites such as Innovate Montana, but feels this project would be compatible.
   - Maintenance is partially provided by Golden Shovel; a maintenance cost estimate is needed.
   - Question: What happens if ownership of the website is changed; could others manage the development and software?
   - How would sponsors be recognized?

Action Item:
Create a MEDA Working Group to review this project in depth and make a recommendation to the board. The working group would also make recommendations to the state regarding the integration of websites such as Innovate Montana. The group needs to research firm numbers for the cost of the project and determine maintenance costs. The working group will also discuss the RFP/RFQ process. Committee members include: Rick Edwards, Brett Doney, Jim Smitham, Chris Mehus, Brigitta Freer, Anne Boothe, Jim Davison and James Grunke. The existing CRDC/EDD subcommittee members will be invited to join the working group. Chris Mehus will continue as Chair. It was suggested to send a survey to the membership regarding the existing sites.
**Action Item:**
Gloria and Anne Boothe will work on a draft survey regarding the state’s existing economic development websites and run it by John Rogers and the new working group to see if it asks appropriate questions regarding existing websites.

4. **Committee Updates or Assignments**
   a. **Legislative** – Rick Edwards. Rick reported Rotunda Day was a great success and that the MEDA Legislative Committee continues to meet on Wednesday mornings at 7:00am, continues to write letters of support, as well as attend hearings to testify. Rick noted a meeting was held with key partners such as MACo, MT League of Cities and Towns and the Montana Chamber on January 15th. Paul was thanked for writing letters on Federal level issues as well as state issues. Chuck Hunter will make a budget amendment for the inflationary increase for most of the 2019 programs. This will probably not take place until March. Rick and Paul will continue to follow-up on this important issue.

**Action Item:** Gloria is to share Paul’s EDA letter with MEDA Membership and share contact information for Rep. Steve Daines.

   b. **Scholarship** – Anne Boothe. The spring round of scholarships will be announced soon. Anne requested help with training opportunity web links to share with the MEDA membership.

   c. **Professional Development** – Kellie Danielson. Gloria reported Kellie is working closely with the 2013 MEDA Spring Conference Agenda Committee while planning the next Professional Development training. PPL Montana will once again sponsor Professional Development training with $10,000 for 2013. Kellie is striving to balance in-state trainers and out-of-state trainers; an out-of-state trainer is being considered for the May 8th training in Hamilton.

   d. **Nominating Committee** – Paul Tuss. Paul will soon send out an email to committee members to make recommendations on board seats and officers.

**Action Item:** Set up Nominating Committee conference call.

   e. **Program Review Committee.** Gloria reported three requests have been filed thus far and all are in various stages of resolution.

5. **Spring Conference Update** – Gloria. The 2013 MEDA Spring Conference Agenda Committee met and is planning a dynamic and interactive conference. The conference will contain speed presentations, display tables, tours, a legislative summary, and the MEDA Annual Meeting.

6. **Misc. and Updates**
   a. **Code of Ethics Update** – Jim Davison, Stuart Leidner. Board members reviewed the draft Code of Ethics that is a blend of IEDC’s code and MEDA’s previous code. The board will vote on this draft at the May Board Meeting in Hamilton.

   b. **Regional Sector Analysis Update** – Gloria. CRDC’s and EDD’s were sent an excel spreadsheet so that they can easily add content to the Montana Sector Analysis Report completed in 2012. Additions are to be turned in to MEDA by February 15th. John Rogers said some of the information could be used to incorporate into the state’s strategic plan. Regional meetings will be held around the state to obtain ideas from the private sector; other documents and reports will be reviewed as well.

7. **Strategic Plan Update At-A-Glance** – Tracy McIntyre and Gloria. Tracy briefly reviewed the draft MEDA Strategic Plan. Board members are to review the AT-A-Glance document and respond by February 15th to Gloria if they wish to participate on objectives. After February 15th, Gloria is to contact people that indicated they are interested in working on a particular goal or objective so that work can begin.

**Action Item:** Board members are to indicate participation in MEDA’s Strategic Plan by February 15th.

With no further business, the meeting was adjourned.