

Economic and Small Business Development Center
Executive Board meeting
Tuesday June 21, 2011

Board Members:			
Present:	Joel George	Not Present:	Harold Strunk
	Dale Stockton		Bob McPheeters
	Aaron Garcia		Doug Olson
	Connie Green		Mark Labhart
	Michele Bradley		
	Mike St Clair		
SBDC Advisors:			
Present:	Jim Carlson	Not Present:	Jim McGinnis
	David Yamamoto		John Putman
	Betty Baumgart		Mark Wiegardt
			Dan Nichols
			Kris Lachenmeier
Staff Members			
Present:	Jeff Sherman		
	Jon Carnahan		
	Sally Tuttle		
	Carla Lyman		
Guests:			
	Dennie Houle	Mary McArthur	Michael Lainoff
	Justin Aufdermauer	Ken Bell	Gus Meyer
	Darus Peake	Mark Hinz	Steve Forester
	Ray Hartford	Stacy	

- **Call to Order**
 - Meeting was called to order at 12:07 pm by Vice Chair Joel George.
- **Consent Agenda**
 - **Motion** made by Connie Green and seconded by Dale Stockton to accept the minutes of the May 17 meeting as presented. The motion passed.
 - **Motion** made by Dale Stockton and seconded by Michele Bradley to accept the financial reports as presented. The motion passed.
- **Presentations**
 - Darus Peake, Tillamook Bay Boathouse
 - Darus thanked the Board for awarding his business the first of the business incentive grants. The funds were used to purchase totes used in shipping live crab to China. He explained about the expansion of his business into exporting and demonstrated how the crab is packed for shipping. Darus also shared some of the difficulties he has encountered in the exporting process and spoke briefly about his canning business.
 - Ray Hartford, The Local Dog House
 - Ray and his wife Debera are SBDC clients that own and operate The Local Dog House which is inside the 2nd Street Public Market. Ray thanked the SBDC for all the support through the planning stages as well as through opening and growing their business.
- **New business**
 - Update: New Director Search—Jon Carnahan
 - Jon Carnahan reports that 17 applications were received. The depth and breadth of the applicant pool was not what the screening committee had expected and is a concern. The committee made two recommendations: to keep the position open until filed; have either the whole Board or representatives from the Board meet with two (2) of the candidates. The screening committee along with the EDC Board Officers will conduct the initial interviews with the two (2) candidates.
 - Jon will work with Jeff Sherman to schedule interviews with the two candidates by the executive council and the screening committee. Michael Lainoff and Mary McArthur will work on preparing interview questions. Michael will send a case study that will be sent to the candidates prior to their interview date. The candidates will prepare a presentation based on the case study to give during their interview.

- The job description will be sent to all Board and Advisory Council members. Please pass on if it is appropriate.
 - **Motion** by Connie Green and seconded by Joel George to reimburse OSU for 50% of Jeff Sherman's time as interim director starting July 1. The motion passed.
- **Election results**
 - 47 ballots were mailed out and 40 were returned. Harold Strunk has retained his position on the Board; Suzanne Weber was voted in to fill the position formerly held by Bob McPheeters. Terms begin July 1.
- **Membership dues**
 - A **motion** made by Connie Green and seconded by Michele Bradley that 2011-2012 EDC membership dues remain the same as that for 2010-2011. The motion passed.
- **Audit**
 - Jeff Sherman reported that there were no significant findings from the June 2nd visit from the auditors. However Jeff recommended that a motion be made to state clearly that director reimbursements must be approved by someone other than the director. In addition it was recommended that proper itemized receipts be attached. After discussion, the Board asked that staff locate any current personnel policy that relates to this matter. The college personnel policy contains everything recommended. Perhaps this could be added to the partnership agreement that is signed annually between the EDC and TBCC. This item will be addressed at the July 19th meeting.
- **Community Development Block Grants**
 - The interim director recommended that Carla Lyman be trained to administer/manage any future CDBG projects. After discussion it was decided that this will be revisited in January or February after the new director is in place.
- **Business Incentive Grant Application**
 - Mark Hinz of Kayak Tillamook presented his application for grant funds that would be used to purchase additional kayaks. This would allow the business to bring four (4) additional staff members on board. The Board requested a business plan and financials be submitted by the July meeting. The grant request will be considered at that time, once the requested documents have been received.
- **Team Updates**
 - Jon Carnahan: Marshall's contract will be finished Thursday June 30th. He has been working from home in Salem on the three CDBG projects and is to have reports on those projects along with his computer turned in by June 30th.
 - Jeff Sherman: The RU Bankable workshop has been scheduled for September 13th. This is led by the Network Capital Access Team and will begin at 7:30 am at TBCC.
 - A bio-algean presentation will be on the July agenda.
 - The new director will be registered for the SBDC fall conference in Central Washington during the month of September.
 - SBDC numbers for the three areas we are accessed in—number of clients, number of clients with 5 or more hours of counseling and prep time, and capital formation—appear to be on track and that we will be able to reach our goals for this year.
 - SBA audit is coming up July 14th. Michael Lainoff from the Network office will be helping us to prepare.
 - Business counselor Nina Kaufmann has left the SBDC to concentrate on her own business in the Portland area. In the interim we will be sharing a couple of counselors who currently work with the SBDC in Lincoln City.
 - The interim director recommended that there be an SBDC liaison on the EDC Board. No action was taken.
 - Carla Lyman: TBCC has now been conditionally approved to provide CCB Training. Full approval will come when they receive a requested insurance certificate and our signed agreements. SBDC has contracted with an instructor—Maria Van Fleet. Maria currently teaches CCB training for the Clackamas Community College SBDC. She is also one of their business counselors and runs her own business teaching CCB training in Spanish. The first session of CCB training is set for September 23rd and 24th at the college.

- OSHA trainings are on the calendar. The first is the July Business Symposium on July 21st. The 4-hour presentation will be “Safety and the Supervisor”. Two OSHA trainings are also set for September 14th. They are “Safety and Health Management from 8 to noon, and “Safety Accountability” from 1 to 5 pm. OSHA trainings are FREE.
 - Sally Tuttle: Recipe To Market (RTM) has had two successful sessions and is preparing for the final session—PROFIT--on July 5th which will be taught by Michael Weissenfluh of TBCC.
 - The SBDC hopes to offer RTM twice a year and the next orientation/informational meeting is set for September 28th at 7:30 am at the college.
 - The EDC has been offered a free un-manned table at the July 15th at the Association of Counties conference at the Oregon Convention center. If you have materials you would like to include on this table please let the office know ASAP. Materials are needed no later than July 10th.
- **Recognition of Bob McPheeters**
 - The Board recognizes the contributions and dedication of Bob McPheeters with a card, certificate of appreciation and gift certificate to the Blackfish Café in Lincoln City. Bob was not present so these items will be mailed to him.
- The meeting was adjourned at 1:48 pm.

The next meeting will be Tuesday July 19th in Room 215 at TBCC.