

**Economic Development Council of Tillamook County
Executive Board Meeting
March 15, 2011**

Board Members

Present:	Doug Olsen	Not Present:	Bob McPheeters
	Mark Labhart		Joel George
	Michele Bradley		Mike St. Clair
	Dale Stockton		
	Jan Jensen		
	Harold Strunk		
	Jon Carnahan		

Staff Members

Present: Sally Tuttle
Carla Lyman

Guests

Mary McArthur
Amy Strickland
Jeff Sherman
Samantha Swindler
John O'Leary
Connie Green

- **Call to Order**
 - The meeting was called to order at 12:03 pm by Doug Olsen
- **Consent Agenda**
 - Motion by Michele Bradley and seconded by Dale Stockton to approve the minutes of the February 15, 2011 meeting as presented. The motion passed unanimously.
 - Motion by Michele Bradley and seconded by Dale Stockton to approve the financial reports as presented. The motion passed unanimously. Jon Carnahan noted that the financial reports will continue to be prepared by our accountant, Fred Roesener of Simpson and Roesener in Tillamook. If there are financial questions, Jon will follow up with the accountant.
- **Old Business**
 - Copies of the completed audit were distributed to Board members. The next audit, which begins in June, will be a full audit. After discussion a motion was made by Harold Strunk and seconded by Mark Labhart to continue working with Pauly, Rogers, and Co. PC for the upcoming audit. The motion passed unanimously.
 - Staff was instructed to find out if we are still under contract with Pauly, Rogers, and Co. PC or whether we need to enter into a new contract for the upcoming audit cycle.
- **New Business**
 - Following a brief history of the merger between the EDC and SBDC by Jon Carnahan and discussion facilitated by Connie Green, the Board members attending reached a consensus to continue the merger between the EDC and SBDC. Doug Olson will contact Joel George and Mike St.

Clair about their preferences on this matter; Mark Labhart will contact Bob McPheeters for his opinions.

- The Board was charged with the task of reviewing the job description for the Executive Director and to provide feedback to Connie Green by April 11th. A revised job description based on that feedback will be provided at the April 19th Board meeting.
- A survey was proposed to allow the partners and EDC members to be part of the selection process and express their opinions regarding their needs from a new director and also from the Board. Following review of the proposed survey questions and discussion, the Board expressed support for the survey. Results of the completed will be available at the April 19th meeting.
- Jeff Sherman and Jon Carnahan will serve as interim directors of the Economic and Small Business Development Center during the selection process. Jeff will handle day to day business; Jon will be in charge of ongoing projects Marshall Doak is seeing to completion during the remainder of his contract.
- **Other Business**
 - Mark Labhart updated the Board on the reorganization of the state Economic Revitalization Teams. Mark Ellsworth is in charge of the Northwest region, which goes from Eugene to Columbia County and over to the Coast. The goal is to house the ERT team in a college and Tillamook is being considered along with Western Oregon University. If Tillamook is chosen, the ERT would eventually be housed in the Oregon Open Campus facility along with OSU Extension, and the Economic and Small Business Development Center. Discussions continue on this subject.
- **Adjournment**
 - The meeting was adjourned at 1:41 pm.