

Economic Development Council of Tillamook County
Executive Board Meeting
 January 11, 2011

Board Members Present:	Joel George	Not Present:	Mike St Clair
	Doug Olson		Bob McPheeters
	Michele Bradley		Dale Stockton
	Jon Carnahan		
	Mark Labhart		
	Harold Strunk		
Staff Members Present	Marshall Doak	Not Present:	Carla Lyman
	Sally Tuttle		
Guests Present	Suzanne Weber Tillamook Mayor	Andy Neal Tillamook Chamber	Gus Meyer Private Sector
	Paul Wyntergreen Incoming Tillamook City Manager	Connie Green Vice President, TBCC	Marie Heimberg Conflict Solutions
	Shelly Bowe Food Roots	Lauren Karl AmeriCorps Volunteer	

- **Call To Order**
 - The meeting was called to order at 12 Noon by Board Vice Chair Joel George
- **Guest Comments**
 - Marie Heimberg—Conflict Solutions. Mediation screening is coming up with facilitator Dr. Scott Allen. Dates listed on the handout along with information of what is required well as the different levels of training cost based on level of commitment to the program. Business community is encouraged to send supervisors, board members to participate. An application was distributed with the information materials.
 - Information on Project Homeless Connect was also distributed. This year Project Homeless Connect is set for January 27th.
 - Lauren Karl--Food Roots is a provider of individual development accounts. Free financial courses will be offered every Thursday in February. These classes are in conjunction with OSU extension.
 - Andy Neal—74th annual Chamber banquet on Saturday the 15th starting at 6 pm. New board members will be installed as well as honoring businesses and individuals in the community. This is a large fund raiser for the chamber. Reservation are still being taken through Wednesday the 12th
- **Consent Agenda**
 - **Motion** to accept the financial reports as presented—made by Mark Labhart and seconded by Michele Bradley. Motion passed.
 - Financial reports were reviewed. We have completed the first of the two audit review years. Copies of the audit review are available for interested board members. Auditors are scheduled to be here for starting the next

review on February 4th. Jon Carnahan suggested that copies of the audit be distributed to all Board members.

- Jon also asked for clarification about whether there is a budget line item for upcoming marketing efforts. Marshall gave an overview of where we are in that process and stated that there is a budget line item of approximately \$25,000 for marketing. The funds are at the discretion of the Board.
- **Motion** to accept the minutes as present—made by Michele Bradley and seconded by Doug Olson. Motion passed.
- **New Business**
 - CLIMB Center—First Steps and Action Plan—Connie Green and Sally Tuttle
 - Connie Green presented an overview of the presentation given to the Board in November regarding ways to improve the services of the Small Business Development Center, which were brought back from the Rural Community Colleges Conference. The focus of the proposal is the Recipe to Market program. RTM is used in the Portland area as a 13 week program, which would be scaled back to three parts for Tillamook County. This program would help local area producers to take their products from an idea or family hobby into the marketplace.
 - The executive summary of the business plan was distributed to the Board. The RTM program is designed to cover management, capital, and access to market. Goals of the program are to build a solid foundation for business development, organizational development, product development, food safety, and package, processing and distribution. The end result should be a commercial ready product.
 - Partners in the project will be TBCC, SBDC, Oregon Open Campus, EDC, OSU Extension, and possibly PCC, who is sharing their curriculum. Participants will be hand selected. The program hopes to draw participants from Lincoln and Clatsop counties as well as Tillamook County, since this is the only program of this type on the North Oregon Coast. The proposed schedule of course material was covered as well as the timeline.
 - EDC is asked to help with funds for start up costs for the new businesses generated by the RTM program.
 - After discussion, the Board asked that examples of typical license fees and other start up costs for these types of agricultural business be provided which will allow the EDC to create an application for assistance with start up costs.
 - The Board requested that Marshall bring the application and the current criteria for incentive funds to the February Board meeting for review

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- **Director's Report**
 - SBDC has shown solid gains in counseling hours for the last year. Capital formation is one area that still needs work.
 - EDC has money to lend but is having difficulty finding people to lend to. Col-Pac is also having the same difficulty.
 - The Business Symposium Series will be kicking off in March. Andy Neal and Marshall are working out the schedule which will be five or six offerings instead the 10 offered in the past. The schedule will be posted in the next few weeks.
 - Business starts. There are number of good projects/ideas around the county. These take time but there should be positive news to report within the next six months.
 - Marshall will be attending a trade show in Las Vegas in support of a business that requested he accompany them.
 - SBIR—small Business Innovation Research Grant. EDC has been involved in helping to develop an SBIR grant application on behalf of a South County business. This grant is through the department of education. This application should be put together by next fall.
 - EDC has still not heard back from OBDD regarding the high tech company that wants to move to the Oregon coast.
- **Board Member Comments:**
 - Sally Tuttle reported that she has been working with the Oregon Coastal Scenic Railway to get a business plan together. They will go before the Port of Tillamook Bay at their January meeting and request a long term contract. They have requested that Sally present to the Port Board information on the economic impact that surround Kayak Tillamook, the scenic train, the variety of activities that are tourist related which could impact the county for 4 to 5 months of the year. Sally asked if the Board would have a problem with her presenting the potential economic impact information during that meeting. The Board approved of her presentation.
 - Port FEMA project—invitations to bid on the first projects will probably be out in late February or early March. Draft designs are at the Port.
 - There was discussion regarding whether former Tillamook Mayor Bob McPheeters position on the board is an open position. Marshall stated that the position is elected and Mr. McPheeters term expires in June of 2011. Unless he resigns his seat, he remains on the board until this current term expires. If he resigns, the Board appoints someone to fill that seat for the remainder of the term. The position is then up for election as per schedule.
 - Mark Labhart said meetings with China regarding exporting seafood products are taking place. OSU will facilitate this month's meeting.