

Economic Development Council of Tillamook County Board Minutes

February 16, 2016
11:35 pm

Board Members Present:	Doug Olson	Board Members Not Present:	Connie Green
	Suzanne Weber		Tammy King-Crossley
	Ray Sieler		Mike Bever
	Mark Labhart Garry Bullard		
	Michele Bradley Ed Gallagher		
Staff Members Present:	Mike Cohen Nan Devlin		
Public Present:	Tim Hirsch		
	Shawna Sykes		

Call to Order (agenda item 1)

The meeting was called to order at 11:35 pm by Board Chair Michele Bradley.

Consent Agenda (agenda item 2A and 2B)

A motion to accept the minutes of the January 19th minutes was made by Suzanne Weber. It was seconded by Mark Labhart. The motion carried.

A motion to accept the financial reports was made by Suzanne Weber. It was seconded by Doug Olson. The motion carried.

New Business

Approval of Loan Committee Recommendations (agenda item 4A)

Director Cohen presented two loans that were recommended for approval by the Loan Committee. Mark Labhart moved to approve the two loans. Doug Olson seconded. The motion carried.

Approval of Attorney Contract for RLF loan documents/closing (agenda item 4B)

Director Cohen informed the board that Michael Kittell has offered to close EDC's loans for a nominal fee of \$200 per loan. Doug Olson moved to approve the contract. Suzanne Weber seconded. The motion carried.

Resolution of Insurance Policy Payment (agenda item 4B)

Director Cohen informed the board that since including the TLT's budget the EDC's insurance premium has tripled. There was discussion about how to divide the payment of the premium. It was suggested that the EDC's insurance broker should attend the next meeting and give an overview to the Board of their insurance policy.

Approval of Budget Process Calendar (agenda item 4C)

Director Cohen presented the budget process calendar. There was a discussion about how the budget works in regards to TBCC's budget, and how to add a supplemental budget. It was the Board's consensus to table this discussion until next meeting.

Approval for EDC Annual Event/ June 9, 2016 (agenda item 4D)

Director Cohen asked the Board if they wanted to continue to host an annual event. There was discussion about doing a more modest event, separating the annual meeting and the event. Nan Devlin and Susan Moreland offered to coordinate the event. It was the consensus of the Board to continue to host an annual event, but it does not have to be the same day as the annual meeting.

Reports

EDC Director's Report (agenda item 5A)

Director Cohen shared his updates with the board which included:

- Carla Lyman resigned Feb. 1. Her position has been updated and posted to the TBCC website.
- Whether the EDC need its own code of ethics and conflict of interest policies, or does is the Board subject to the Oregon Ethic's Commissions policies?
- Based on the EDC's goals and strategies, a preliminary list of projects and metrics was developed. Some of these will require help via special committees and contractors.
- The conversation around a membership model was tabled at the November meeting. Now that a strategic plan is in place, it's time to look at membership again and have a discussion at next month's meeting.

VTC Director's Report (agenda item 5C)

Nan Devlin shared the following:

- All 17 applications for the Facilities Grant were approved. The TAC will be hearing all 17 applications on March 8, then scoring and ranking them accordingly.
- They're in the second phase of the Marketing and Promotions Grant. Sixteen applications came in, all from nonprofit organizations.
- The person hired to do sales is no longer employed. Nan will be approaching the second runner-up and offering that person the job.
- A website audit was recently completed. There were major problems with maintenance. Nan will be meeting with the website provider to fix the issues or end the contract.
- Nan presented the cover of the new Visitor's Guide.
- The new digital marketing campaign has raised the click-through rate on the website by 50 percent.

TAC Liaison's Report (agenda item 5C)

Doug Olson shared the following:

- The TAC is redoing the IGA between the EDC and County.
- The state is adding a 1 percent increase to its lodging tax.

Board Comments (agenda item 6)

- NCRD will be having their grand re-opening on April 2. The new theater seats were funded with TLT money.
- Suzanne Weber reported that the city is continuing to work on water and sewer lines throughout the city and near Kilchis House.
- Mark Labhart reported on some County issues, including an update on HB 1517, funding to do an engineering study on the south jetty, the Salmonberry Trail project, and a status update on Cape Meares Loop Road.
- Doug Olson reported there will be a meeting in Pacific City to discuss the possibility of incorporating.

Adjournment (agenda item 7)

The meeting was adjourned at 1:34 pm by Board Chair Michele Bradley.

