

Economic Development Council of Tillamook County

Board Minutes—July 20, 2010

Board Members:

Present: Jon Carnahan
Doug Olson (Secretary/Treasurer)
Bob McPheeters
Joel George (Vice Chair)
Mark Labhart
Mike St Clair
Harold Strunk

Not Present: Michele Bradley
Dale Stockton

Staff Members:

Present: Marshall Doak (Executive Director)
Sally Tuttle (Business Counselor)
Carla Lyman (Support Staff)

Guests Present:

Gus Meyer
John O'Leary

- **Call to Order**
 - Meeting was called to order at 12:01 pm by Vice Chair Joel George.
- **Public Comment**
 - Gus Meyer thanked Marshall Doak and the EDC staff for their assistance with the Soil and Water Conservation District's loan program to assist farmers with their capital needs.
 - Bob McPheeters reported that the Tillamook City Council is participating in the hiring of a hydrologist to help in preparing the appeal regarding FEMA rates and floodways.
- **Consent**
 - **Motion** by Mike St Clair and seconded by Bob McPheeters to accept the minutes of the May 18, 2010 board meeting as presented. The motion carried unanimously.
 - Jon Carnahan reported that the state economic situation has an impact to Tillamook Bay Community College of \$100,000. It has been handled so no program will be affected. TBCC is the smallest community college in Oregon and therefore has the state economic conditions have the least impact.
 - Marshall Doak reported that the audit review process is almost complete for the fiscal year 2008. The fiscal year 2009 which just ended will come under review at that point.
 - **Motion** made by Harold Strunk and seconded by Mike St Clair to accept the financial reports from May and June as presented. The motion carried unanimously.
- **New Business**
 - Board Election Results
 - Michele Bradley and Doug Olson have been re-elected to serve on the EDC board for the 2010-2013 terms.
 - 2010-2011 Board Officers

- **Motion** by Mark Labhart and seconded by Jon Carnahan to elect Mike St Clair EDC Board Chair, Joel George EDC Vice Chair, and Doug Olson EDC Secretary/Treasurer. The motion carried unanimously.
 - Board Vacancy
 - The EDC board has one vacancy. The Intergovernmental Agreement allows the board to appoint a person to fill that position. This vacancy is for a three year term 2010-2013. Two write-in candidates--Van Moe, who was not interested in serving on the EDC board and Kathleen Newton, a former EDC board member-- were also considered to file the vacancy. There was consensus amongst the board members during discussion that someone with financial experience and business development experience would be a positive addition to the board.
 - Mark Labhart suggested Jan Jensen of TLC Federal Credit Union for consideration to fill the board vacancy. Jan introduced herself to the board and spoke briefly about her 33 years in the banking industry and her experience with all facets of retail and commercial lending. .
 - **Motion** by Joel George and seconded by Mark Labhart to appoint Jan Jensen to fill the vacant position on the EDC board. The motion carried unanimously.
 - The board instructed Marshall to notify Kathleen Newton of the board's decision and thanking her for her willingness to serve.
 - General Membership Discussion
 - A proposed membership fee increase was discussed. It was noted that most agencies that operate on a fiscal year have already budgeted for dues and memberships. It was agreed that a clear fee scale needs to be created. This fee scale will be based on employment in Tillamook County businesses using a 32 hour week formula to calculate FTE. A list of EDC accomplishments and upcoming goals to be used during recruitment efforts will also be created. These tools should be ready for use beginning January 1, 2011.
 - Draft Marketing Plan
 - The board discussed an initial version of a marketing plan for the EDC that will be support to the strategic plan. It was agreed that the EDC marketing plan must be proactive not reactive. For this plan, the EDC must know what each party brings to the table, what each party is willing to offer as incentives for businesses to locate in Tillamook County. The EDC should be the first stop for businesses looking to locate here and offer to set up meetings with all the people who would be involved in the project—city planner, county planner, PUD, ODOT, etc. in an effort to help them navigate through the process from beginning to end.
 - Marshall was instructed to
 - develop a list of questions that can be asked to each party identifying what they have to offer to draw businesses to the county.
 - have one-on-one meetings with each agency find out what each has to offer.

- set up a meeting with the mayor, representatives from the city council and county, sewer and water, PUD, and others to brainstorm about what obstacles stand in the way of businesses relocating to the area, and how those obstacles can be overcome.
 - Director's Report
 - The Director's Report included the following:
 - EDC Annual Dinner
 - The dinner had a little over half of last year's attendance and shows a loss for \$675.
 - SBDC Hire
 - Nina Kaufmann has been hired as business counselor and SBDC instructor. Both Sam Sadtler and Gretchen Power retired at the end of the fiscal year.
 - Coast River Business Journal
 - The July 8th visit by Susan Trabucco was abbreviated due to a serious health emergency suffered the reporter that accompanied her to Tillamook. Susan was able to tour the 2nd Street Public Market and travel the 3rd Street corridor out to the hospital.
 - Town Hall Meeting July 29th
 - Rep. Deborah Boone requested that the EDC help with publicity for this event which will be held at the Tillamook County Library Thursday July 29. This is one of a series of town hall meetings around the state.
 - Board member comments
 - Sally Tuttle reported that she attended a recent Col-Pac meeting where Tony Hyde talked about a HUB zone for the three counties that would give those counties a 'leg up' on government contracts. Sally and Marshall have been working with vendors at the 2nd Street Market and recently presented a program on merchandising.
 - **Other business**
 - Mark Labhart opened discussion on a suggestion made in an email from Doug Olson to invite gubernatorial candidates Chris Dudley and John Kitzhaber to two separate EDC sponsored candidate forums focusing on economic issues. The board agreed to sponsor these forums and Mark will take the lead on setting them up. Marshall will compile a list of questions for the candidates to begin prep on.
- The meeting was adjourned at 1:42 pm.