



EDA · EDC CREATING MONTANA BUSINESS OPPORTUNITIES

EDA/EDC Joint Board Minutes
Thursday, February 8, 2018 – 7:30 AM – 9:00 AM
Yellowstone Room, 1st Floor - Granite Tower

BIG SKY ED Mission Statement: - Focused on sustaining and growing our region's vibrant economy and outstanding quality of life, Big Sky Economic Development provides leadership and resources for business creation, expansion, retention, new business recruitment and community development.

EDA Board Members Present: Cory Moore, Dana Pulis, Fred Sterhan, Greg McDonald, Jennifer Smith, Paul Neutgens, Sheri Nicholson,

EDA Board Members Absent: Chuck Tooley, Ken Lutton, Mitch Goplen, Robin Rude, Terry Bouck (ex-officio)

EDC Board Members Present: Aaron Ramage, Bob Wilmouth, David Ellis, David Trost, Duncan Peete, Eric Simonsen, John Ostlund, Jon Stepanek, Mac Fogelsong, Mike Nelson, Mike Seppala, Molly Schwend, Debbie Singer, Wayne Nelson, John Brewer (ex-officio), Robyn Driscoll (ex-officio), Shaun Brown (ex-officio)

EDC Board Members Absent: Andy Gott, Craig Bartholomew, Doug Hansen, Ron Larsen, Scott Chesarek, Steve Loveless, Ty Elkin,

Staff and Guests: Lorene Hintz, Dianne Lehm, Ben Rose, Sara Hudson, Dena Johnson, Austin Trunkle, Becky Rogers, Melanie Schwarz, Allison Corbyn, Karen Baumgart, Jim Tevlin, Shelby Jo Long-Hammond, Jack Nickels, Robbie Carpenter (MSUB), Jon Egeland (MSUB)

Call to Order:

Eric Simonsen, EDC Chair, called the meeting to order at 7:31 a.m. with the Pledge of Allegiance.

Public Comment/Recognitions/Special Announcements:

Eric introduced our new Ex-officio, Councilman Shaun Brown who is replacing Mike Yakawich.

Changes to Today's Agenda: None

Consent Agenda:

Approval of the January 11, 2018 Board Meeting Minutes

Motion: Jennifer Smith, to approve the January 2018 Board Meeting Minutes, as presented to the Board.

Second: Sheri Nicholson

Discussion: None

Motion carried

Approval of the December 2017 EDA and EDC Financials

Motion: Sheri Nicholson, to approve the December 2017 EDA and EDC Financials, as presented to the Board.

Second: Debbie Singer

Discussion: None

Motion carried

Program-Level Action items

Lorene asked the Board to approve Dena, as Acting Executive Director, to sign the final contract for Big Sky Trust Fund's grant for WebBuy.

Motion: Sheri Nicholson, to approve Dena as Acting Executive Director, to sign the final contract, as presented to the Board.

Second: Cory Moore

Discussion: None

Motion carried

Eric introduced Dena to the Board as our Acting Executive Director.

Dianne updated the Board on the Memorandum of Understanding with the Billings Parks and Recreation Department. The aim of this MOU is to formally outline the responsibilities of each entity regarding the development of Coulson Park. The request was made to enter into a MOU with the Billings Parks and Recreation Department.

Motion: Mike Nelson, to approve BSED to be able to move forward with signing the MOU with the Billings Parks and Recreation Department, as presented to the Board.

Second: Sheri Nicholson

Discussion: None

Motion carried

MSUB Foundation Campaign Director, Robbie Carpenter and MSUB Finance Director, Jon Egeland joined us to speak about the Coal Board grant for the MSUB Science Building. In January, the Montana Coal Board awarded \$500,000 to MSUB for the Science Building. The Department of Commerce called to inform them that because they are a state agency, language in the Montana Code Annotated restricts them from giving an award that exceeds more than 7% of available funds. With this coming to light, MSUB is asking BSED to become the applicant and receives the award on their behalf. BSED would then reimburse MSUB for qualified expenses from the proceeds of the grant. The commitment of time from the BSED staff would be minimal and this process is not unprecedented for our organization. There was some discussion regarding what legal risks are assumed by involving ourselves in this transaction. The risk is minimal, and the process is very similar to that of the Big Sky Trust Fund. Jon shared the status of the Science Building project with the Board. They are hoping to put out an RFP in October of 2018. Jack Nickels, member of the public, asked if there will be any sort of administrative fee collected by BSED. In accordance with our policy regarding Big Sky Trust Fund, BSED will collect \$1,250 to administer the \$500,000 award. It should be noted that BSED has taken on this project because it fits within the current priority of supporting MSUB in constructing a Science Building.

Motion: Fred Sterhan, to approve to submit the application, and if awarded, review with legal counsel prior to signing an award agreement, as presented to the Board.

Second: Cory Moore

Discussion: None

Motion carried

Regular Agenda:

Mid-Year Progress Reports

Operations/Financial Management – Becky and Jim

Becky and Jim gave an organizational and financial update. Becky reported back on the responsibilities assigned to the new position of Operations Director. Becky is working on Implementing Best HR practices, Personnel Policy Updates, Future Facilities Taskforce, Financial Management, Records Maintenance, Work-Thrive-Live Initiative, and Board Processes. Jim gave a mid-year financials report and highlighted the American Airlines Revenue Guarantees, Tax Protests and SBA 504 Revenue. The SBA 504 origination fees will likely not hit their projected target. There are

other sources of funding that will help minimize the impact, but Jim highlighted it as something to keep an eye on moving forward.

Big Sky Finance- Ben

Ben gave the Big Sky Finance update. Some highlights included the MCFC merger, gaining two wonderful employees in Helena, being the top CDC in Montana and maintaining the highest lender rating with the SBA.

Business Recruitment and Outreach – Allison

Allison was next with Recruitment and Outreach. Recruitment Strategies are ag processing, technology, and the TEDD. Special Projects include air service, GE-Zoot transition, Economic Pulse, downtown retail support, and talent attraction.

BillingsWorks – Karen

Goal number one for BillingsWorks is collaboration. Since last July, BillingsWorks has joined nearly a dozen committees, boards, or taskforces. Career and Technical Education, Experiential Learning, and Talent Attraction are a few of the top priorities of Karen's and the gains we've already seen in our community are an exciting barometer of where we are heading. Finally, BillingsWorks has partnered with Bryce Ward, Economist at University of Montana, to start the campaign, "Better Off in Billings". Bryce has backed this campaign with statistics to help show what is gained by living in Billings.

Small Business Development Center – Dena

In Dena's stead, Lorene did the update for the Small Business Development Center. The SBDC has 443 clients, provided a capital infusion of \$6,134,061, created or retained 437 jobs, saw 12 businesses bought or started, and maintain 74 long-term clients. The BEAR team held 6 think tank meetings, had 16 businesses receive expert guidance, co-taught 11 trainings, and used \$200,000 in funding to create 40 new jobs through the Big Sky Trust Fund/Workforce Training Grant.

Procurement and Technical Assistance Center – Deanna

Deanna had an unexpected absence and wasn't able to provide an update. Her information was provided on the slideshow handout.

Veterans Business Outreach Center – Sara

The three prongs of the VBOC are Training, Counseling, and Education. VBOC serves 268 active clients, most of which are in Montana. Through six months, 2,486 veterans have been served. Back in November the VBOC hosted the "Vetrepreneur Symposium" which drew more than 100 attendees.

Community Development – Dianne

Program goals include planned ready-to-go industrial space. This entails an infrastructure master plan and a county advisory board. Other goals are redevelopment efforts around our community. These are areas such as the EBURD, SBBURA, Downtown Billings, and LURA. Additionally, Community Development does Brownfields assessments on parcels to determine if any action needs to be taken. Some of the key community projects are the Sports Facility Feasibility Study, Coulson Park Master Planning, and the Coal Country Coalition and Power Summit.

Member Investors/Marketing – Melanie

There are currently 149 Member Investors with 2 in the queue and 7 new members since July. Take Three is in its 86th edition and has received wonderful feedback. On the Marketing side, we successfully rolled out our Annual Meeting, Annual Report and Community Report. The new website will come on-line next Thursday, February 15th. Another push this year is increasing a social media presence. The new intern will be tasked to increase our profile. Just a few of the success stories this year are the Annual Meeting, the Tax Forum, and the completion of the MSUB/Rocky Match Challenge.

Executive Directors' Report

Corette Site – Talen Energy Letter

Before Steve left for Sabbatical, he wrote a letter to Dale Lebsack, President of Talen Energy MT, discussing how we can support Talen Energy in Master Planning this property. Debbie Singer then provided a detailed explanation of the infrastructure on the property and shared a request for NorthWestern Energy to be part of future conversations.

Dena delivered a short Executive Directors report noting that Steve had written his report prior to his departure. She gave an update regarding the entrepreneurship space (in Steve's report) and stated that we hoped to have a draft business plan by April 12th. She let the Board know that we received confirmation that we will have a copy to distribute the week of March 4th (leaving time for the Board to review) with a conference call option for anyone interested in participating in an in-depth presentation from the consultants on April 11th. A higher level debrief will be provided at Board planning on April 12th by Dena and Steve. The only thing Dena wanted to mention was that there will be an open house for the new Science Building at RMC. This will be sometime in August and all of our Board members are encouraged to attend.

Public Comment: None

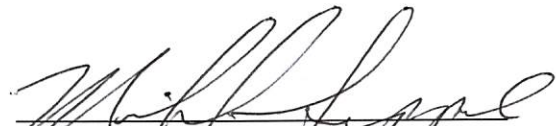
Adjourn:

Motion: Mike Nelson, to adjourn the Joint Board Meeting.
Second: Eric Simonsen
Discussion: None
Motion carried

Meeting adjourned: 9:12 a.m.

Next Meeting – March 8, 2018
Respectfully submitted,


Robin Rude, EDA Secretary/Treasurer


Mike Seppala, EDC Secretary/Treasurer

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