

**EDA/EDC – Joint Board Meeting
& Holiday Breakfast**

Thursday, December 8, 2022

7:00 A.M. to 9:30 A.M.

Rock31/BSED Building

Zoot Training and Event Space (2nd Floor)

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.

Agenda items may be rearranged unless an item is listed as having a "time certain". Action may be taken on any item listed on the Board Agenda.

- | | | |
|------------------|--|--|
| 7:00 A.M. | Welcome and Breakfast Buffet | |
| 7:15 AM | Call to Order/Pledge of Allegiance/Roll Call – Ken Lutton, EDA Chair | |
| 7:18 A.M. | Public Comment/Recognitions/Special Announcements and Introductions | |
| | <ul style="list-style-type: none"> • Montana State University Billings Update—Chancellor, Stefani Hicswa • Recognition of EDA/EDC Board Members and Chairs—Steve • Jennifer Smith—What it means to serve on the Board | |
| 7:50 A.M. | Changes to Today's Agenda | |
| 7:52 A.M. | Consent Items for Board Action | (EDA/EDC Board Action) |
| | <ul style="list-style-type: none"> • Minutes – November 10, 2022 • Electronic Board Meeting-November 16, 2022 | (Attachment A)
(Attachment B) |
| 7:55 A.M. | Financials--Steve | |
| | <ul style="list-style-type: none"> • EDA and EDC Sept/Oct Financials • Investment Policy Review | (Attachment C) (EDA/EDC Action)
(Attachment D) (Review) |
| 8:15 A.M. | Action Items | |
| | <ul style="list-style-type: none"> - Big Sky Finance—Brandon <ul style="list-style-type: none"> • SSBCI Loan Consideration • 504 Loans - Election of Officers for 2023- Nominating Committee Report—Steve | (Handout) (EDA/EDC Action)
(Attachment E) (EDC Action)
(Attachment F) (EDA/EDC Action) |
| 8:45 A.M. | Executive Director Report- Steve | (Attachment G) (Info) |
| | <ul style="list-style-type: none"> • Staffing and SFO Search Process Update • Downtown Housing Working Group Update | (Info)
(Info) |
| 9:00 A.M. | Program Reports | |
| | <ul style="list-style-type: none"> - Veterans Business Outreach Center Update—Dustin/Kevin B. - BSED Legislative Priorities Update—Allison - MI Program Update—Patrick | (Info)
(Info)
(Info) |
| 9:25 A.M. | Public Comment | |
| 9:30 A.M. | Adjourn | |

Next EDA/EDC Board Meeting: January 12 (7AM to 9:00), Zoot Training and Event Space, Rock31/BSED. *Big Sky Economic Development Board of Directors will make reasonable accommodations for known disabilities that may interfere with an individual's ability to participate. Persons requiring such accommodations should make their requests to Big Sky Economic Development as soon as possible before the meeting day. Please call Big Sky ED at 256-6871.*



BIG SKY
ECONOMIC DEVELOPMENT

EDA • EDC CREATING MONTANA BUSINESS OPPORTUNITIES

ATTACHMENT A



EDA/EDC Joint Board Minutes

Thursday, November 10, 2022 – 7:00 A.M. – 9:00 A.M.

Big Sky Economic Development, Zoot Training & Event Space

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: Bryce Terpstra, Debbie Desjarlais, Ken Lutton, Paul Neutgens, Zachary Dunn

EDA Board Members Absent: Bryan Wood, George Warmer, Jennifer Smith, Judi Powers, Lucy Aspinwall, Riley Bennett

Ex-Officios Present: Greg Upham, John Brewer, Mike Boyette

EDC Board Members Present: Andy Gott, Ann Kosempa, Bob Wilmouth, Dave Ballard, Justin Martin, Kim Jakub, Michael Marsh, Mike Nelson, Mike Phillips, Mike Seppala, Nick Pancheau

EDC Board Members Absent: Craig Bartholomew, Denis Pitman, DJ Clark, Jen Kobza, Jennifer Kondracki Weaver, Mac Fogelsong, Nicole Bengé, Spencer Fredrick, Stefani Hicswa, Tyler Wiltgen

Staff and Guests: Allison Corbyn, Brandon Berger, Kevin Scharfe, Marcell Bruski, Ryan Walla, Sarah Myhre

Call to Order:

Ann Kosempa, EDC Chair, called the meeting to order at 7:00 A.M. with the pledge of allegiance.

Public Comment/Recognitions/Special Announcements and Introductions: Allison served as Acting Executive Director for the EDA/EDC Board meeting. Allison recognized those who have served in the military in light of Veteran's Day tomorrow. Paul Neutgens introduced his guest, Carol Brumfield. Carol Brumfield is the owner of Second Time Salon and Spa and CEO of Cole's Pantry Inc. which provides rural kids with food services.

Career Pathways Presentation -Superintendent Greg Upham shared an update on the Career Pathway/ Future Ready Program. Superintendent Upham shared that there is a gap in helping students get into career pathways in a meaningful manner. In Montana the ratio of guidance counselors is 400 students to one counselor minimum. Superintendent Upham shared that we need to support students in exploring careers that are of interest. Superintendent Upham's goal was to use career coaches to counsel students in order to increase interest in specific career paths. Superintendent Upham shared two videos that are geared towards families to highlight technical experience that can be gained prior to pursuing higher education at the college level. Essentially, students can gain hands on experience in order to determine their next steps and be "future ready". Superintendent Upham shared that during the 2019-2020 school year, 331 one-on-one interactions with career coaches took place and those interactions steadily increased to over 1,000 interactions across the four high schools to date. A similar incline was seen in business partners from 90 in 2019-2020 to 300 business partners to date.

Rocky MTN College Update-President Robert Wilmouth-President Wilmouth gave an update on Rocky Mountain College. From a business standpoint, Rocky Mountain College has had three years of budget surpluses that will allow Rocky Mountain College to build a budget reserve. Rocky Mountain College recently had its seven-year accreditation visit. Rocky Mountain College was recognized for having a strong strategic plan that focuses on undergrad enrollment. A true measure of success is enrollment and retention. From a business standpoint, enrollment represents 85% of revenue for the college. Total enrollment last year rose by 4.6%. The recent Black Tie Blue Jeans fundraiser was successful but typically represents 2-3% of the overall budget.

Native American charge enrollment is up over 200%. President Wilmoth shared the importance of reflecting on why the college has been successful. President Wilmoth shared that he feels Rocky Mountain College's success is due to having the right people in the right seats. The leadership team has a common pursuit and has bought into the vision of getting better. There is always room for improvement and the leadership at Rocky Mountain College has a growth mindset. Overall, Rocky is about timeless values-respect for the student, faith, and unity. President Wilmoth closed by expressing his gratitude to the community for their support and the resource to enable Rocky Mountain College to evolve.

Mental Health Challenges and Strategies-Rimrock Foundation-Lennette Kosovich- CEO, Lennette Kosovich shared updates on the Rimrock Foundation. The Rimrock Foundation opened in 1968 and is the largest treatment provider in the Rocky Mountain West. Rimrock helps around 2,000 individuals per year. 80% of patients report no repeat drug or alcohol use in the twelve month time frame after leaving Rimrock. Lennette reviewed the services provided by Rimrock and provided an overview on the rise of substance use and behavioral issues. Lennette shared with the Board how substance abuse impacts the workforce and the costs incurred by businesses due to employee substance abuse. Lennette highlighted the recent developments in substance use related to the legalization of marijuana. Lennette shared how employers can partner with Rimrock through awareness, accommodations, assistance, and access. Lennette shared the new building plans and Melanie Schwarz gave a budget update.

Changes to Today's Agenda: The Program Report will consist of a Rock31 Membership Update rather than a MI Program update as Patrick is absent today. The EDA Board of Directors is short of quorum by one. EDC Chair, Ann Kosempa and acting Executive Director Allison Corbyn agreed to proceed as follows: all action items will be voted on by the EDC Board of Directors only. An electronic vote will be circulated to the EDA Board of Directors regarding today's action items.

Consent Items for Board Action

Minutes – October 13,2022

Motion: Nick Pancheau to approve the October 18,2022 Electronic Board Meeting Minutes as presented to the Board.

Second: Mike Seppala

Discussion: None

Motion: Carried

The EDA Board of Directors will hold an electronic vote on November 16th to vote on the October 13th minutes as presented to the Board due to a lack of EDA quorum.

Electronic Board Meeting -October 18, 2022

Motion: Nick Pancheau to approve the October 18, 2022 Electronic Board Meeting Minutes as presented to the Board.

Second: Mike Seppala

Discussion: None

Motion: Carried

Financials

EDA and EDC September/October Financials

The September/October Financials will be presented at the December EDA/EDC Board meeting.

Building Project Preliminary-Final Budget Update-Steve/Allison

Allison shared with the Board the Building Project Preliminary-Final Budget Update. Allison shared the updated estimate for the tectum panels and lighting solutions on the second floor. Allison asked for approval to utilize \$70,000 operating cash to close out the process. Allison answered the Board's questions regarding the building project budget. The Board asked for a final summary of the whole project cost.

Motion: Mike Seppala to utilize operating cash in the amount of \$70,000 as presented to the Board.
Second: Michael Phillips
Discussion: None
Motion: Carried

The EDA Board of Directors will hold an electronic vote on November 16th to vote on the Building Project Preliminary-Final Budget Update as presented to the Board due to a lack of EDA quorum.

FY '22 Audit- Engagement Letter with AZ

Allison asked the Board to acknowledge receipt of the FY '22 Audit Engagement Letter with AZ and proceed with the audit process.

Motion: Mike Sepalla to approve the FY '22 Audit-Engagement Letter with AZ for BSEDC as presented to the Board.
Second: Nick Pancheau
Discussion: None
Motion: Carried

Motion: Mike Seppalla to approved the FY'22 Audit Engagement Letter with AZ for BSEDA as presented to the Board.
Second: Nick Pancheau
Discussion: None
Motion: Carried

The EDA Board of Directors will hold an electronic vote on November 16th to vote on the FY '22 Audit-Engagement Letter with AZ as presented to the Board due to a lack of EDA quorum.

Action Items

Legislative Priorities Update- Allison- Allison updated the Board on the Legislative Priorities: Workforce, Pro-Business, Climate, Accelerate Entrepreneurship, Business Attraction, Housing, and Education. Allison discussed the Desired Outcomes, Strategies, and Next Steps of each priority. Allison addressed the Board's questions regarding the preliminary legislative priorities. Allison asked the Board to approve Health as an additional Legislative Priority.

Motion: Mike Marsh to approve the addition of health as a legislative priority as presented to the Board.
Second: Mike Nelson
Discussion: None
Motion: Carried

The EDA Board of Directors will hold an electronic vote on November 16th to vote on the Legislative Priorities Update as presented to the Board due to a lack of EDA quorum.

Recruitment-Reimbursement Agreement (City/Coca-Cola/BSED)-Allison

Allison updated the Board regarding the reimbursement agreement between the City, Coca-Cola, and BSED.

Motion: Mike Nelson to approve the Reimbursement Agreement (City/Coca-Cola/BSED) as presented to the Board.
Second: Dave Ballard
Discussion: None
Motion: Carried

The EDA Board of Directors will hold an electronic vote on November 16th to vote on the Recruitment-Reimbursement Agreement (City/Coca-Cola/BSED) as presented to the Board due to a lack of EDA quorum.

Big Sky Finance- Brandon

504 Loans

1. J&E Intendance LLC/ Eva's Cleaning Service LLC-Purpose of this request is for the purchase of commercial real estate for Eva's Cleaning Services, LLC. The project property is located at 10 N 35th St, Billings, MT 59101. The 5,126 SF multi-purpose building will be 60.9% owner occupied with Eva's Cleaning Service LLC (OC) occupying 3,121 main level office space. The upper floor is a 2,005 SF residential rental unit that will be leased out to 3rd parties. This will enable Eva's Cleaning Service LLC to stop paying rents to third parties.

The property will be owned by the RE holding company J&E Intendance LLC which has been established for the sole purpose of holding this property. The RE holding company is owned by Evajo Kraushaar (49%) and Jack Kraushaar (51%) husband and wife. Eva is the sole owner of the operating company. Both individuals and the operating company will provide guarantees on the debt.

The total SBA debenture will be \$233,000.00 on a 25-year note. Big Sky EDC and the SBA will be in a 2nd lien position on the real property behind Western Security Bank, Division of Glacier Bank. The project meets a Community Development goal for new income to the community. There are projected to be 14 new jobs created because of this project.

Motion: Dave Ballard to approve the J&E Intendance LLC/Eva's Cleaning Service LLC 504 loan as presented to the Board.

Second: Michael Phillips

Discussion: None

Motion: Carried

Independent Loan Review: Brandon updated the Board on the BSED independent loan review. The portfolio review is required biannually by the SBA. The review consisted of twenty-one (21) loans. Three findings were cited along with three recommendations for improvement. None of the findings or recommendations were deemed detrimental to loans or negatively impacted any loan decisions. Overall, we have good policies and procedures in place and our SBA 504 loan portfolio is doing well. Brandon shared the findings and recommendations with the Board and answered their questions.

Motion: Michael Phillips to approve the independent loan review as presented to the Board.

Second: Mike Seppala

Discussion: None

Motion: Carried

Executive Director Report:

Nominating Committee Recommendation-EDA Board Position

One application was received for the open EDA Board position. The Nominating Committee met on November 4th to consider Kate Vogel's application. Due to a lack of EDA quorum, an electronic vote will be held on November 16th. No action was taken at the November 10th Board meeting.

December 8th Holiday Breakfast and Board Meeting-7am to 9:30am

Allison shared with the Board that a holiday breakfast will be available to the Board members at the December 8th Board meeting. The Board meeting may conclude later than 9:00 am due to the number of agenda items.

Program Reports

Rock 31 membership update-Ryan/Kevin- Ryan provided an update on Rock 31 memberships included becoming a Commercial Mail Receiving Agency. The first two virtual offices have been booked and are receiving mail as part of their membership. All dedicated desks and private offices on the first floor are fully booked at this time and there is currently a waiting list for these spaces. The lower level was also fully reserved and due to the demand for these spaces, three more desks were added in the lower level. There are several shared workspaces available on level 1. Ryan shared that Rock31 hosted its first member rented

space and conference in the Zoot Training & Event Space earlier this week. Ryan updated the Board on the industries and types of businesses represented in Rock31 and answered the Board's questions.

Public Comment

None

Motion: Ken Lutton to adjourn the EDA/EDC Board meeting.

Second: Nick Panchaeu

Discussion: None

Motion: Carried

Adjourn

Ann Kosempa adjourned the meeting at 8:54 AM- Next Meeting – Thursday, December 8, 2022

Respectfully submitted,

Riley Bennett, EDA Secretary/Treasurer

Andy Gott, EDC Secretary/Treasurer

When approved, minutes and meeting materials will be filed electronically in the Big Sky EDA office.

Big Sky Economic Development Board of Directors will make reasonable accommodations for known disabilities that may interfere with an individual's ability to participate. Persons requiring such accommodations should make their requests to Big Sky Economic Development as soon as possible before the meeting day. Please call Big Sky ED at 256-6871.



BIG SKY
ECONOMIC DEVELOPMENT

EDA • EDC CREATING MONTANA BUSINESS OPPORTUNITIES

ATTACHMENT B

EDA Board – Electronic Vote Meeting
Wednesday, November 16, 2022
EDA Action Items from the November 10th Board Meeting

Request: As noticed to the Board, an electronic meeting was held on Wednesday, November 16th to consider the following: Minutes-October 13, 2022, Building Project Preliminary-Final Budget Update, FY '22 Audit Engagement Letter with AZ, Legislative Priorities Update, Recruitment-Reimbursement Agreement (City/Coca-Cola/BSED), and Nominating Committee Recommendations-EDA Board Position.

1. Vote to approve the October 13, 2022 minutes as presented in the reference materials.

Electronic Vote Results:

EDA Votes in Favor	EDA Votes Against
Bryan Wood Bryce Terpstra Jennifer Smith Judi Powers Ken Lutton Lucy Aspinwall Paul Neutgens Riley Bennett Zack Dunn	None

Abstentions: None

2. Vote to approve the Building Project Preliminary-Final Budget Update as presented in the reference materials.

Electronic Vote Results:

EDA Votes in Favor	EDA Votes Against
Bryan Wood Bryce Terpstra Jennifer Smith Judi Powers Ken Lutton Lucy Aspinwall Paul Neutgens Riley Bennett Zack Dunn	None

Abstentions: None

3. Vote to acknowledge the FY '22 Audit Engagement Letter with AZ and proceed with the audit process as presented in the reference materials.

Electronic Vote Results:

EDA Votes in Favor	EDA Votes Against
Bryan Wood Bryce Terpstra Jennifer Smith Judi Powers Ken Lutton Lucy Aspinwall Paul Neutgens Riley Bennett Zack Dunn	None

Abstentions: None

4. Vote to approve the Legislative Priorities Update as presented in the reference materials.

Electronic Vote Results:

EDA Votes in Favor	EDA Votes Against
Bryan Wood Bryce Terpstra Jennifer Smith Judi Powers Ken Lutton Lucy Aspinwall Paul Neutgens Riley Bennett Zack Dunn	None

Abstentions: None

5. Vote to approve the Recruitment-Reimbursement Agreement (City/Coca-Cola/BSED) as presented in the reference materials.

Electronic Vote Results:

EDA Votes in Favor	EDC Votes Against
Bryan Wood Bryce Terpstra Jennifer Smith Judi Powers Ken Lutton Lucy Aspinwall Paul Neutgens Zack Dunn	None

Abstentions: Riley Bennett

6. Vote to approve the Nominating Committee Recommendation-EDA Board Position as presented in the reference materials.

Electronic Vote Results:

EDA Votes in Favor	EDC Votes Against
Bryan Wood Bryce Terpstra Jennifer Smith Judi Powers Ken Lutton Lucy Aspinwall Paul Neutgens Riley Bennett Zack Dunn	None

Abstentions: None



BIG SKY
ECONOMIC DEVELOPMENT

EDA • EDC CREATING MONTANA BUSINESS OPPORTUNITIES

ATTACHMENT C

Big Sky EDA
Balance Sheet
As of October 31, 2022

12:48 PM
12/01/2022
Accrual Basis
Oct 31, 22

ASSETS

Current Assets

Checking/Savings

Valley Federal Credit Union Sav	25.00
Valley Federal Credit Union Mon	300,809.76
Altana - Savings	25.00
Rocky Mountain Money Market	43,286.33
First Interstate Bank x1210	303,335.33
FIB x0436-Recovered Prop Taxes	626.11
FIB-Operating Reserve x6437	251,465.07
FIB x2005-SBDC Program Income	9,932.60
FIB x8987-BSTSP	194,348.97
Stockman x2136-Opportunity Fund	85,552.08
Opp Bank x5375-Opportunity Fund	288,390.07
Stockman x3935-GE MX	15,127.87
Yellowstone County Funds	167,670.00

Total Checking/Savings	1,660,594.19
-------------------------------	---------------------

Accounts Receivable

A/R	101,787.17
A/R - PTAC	131,376.00
A/R-SBDC	14,692.98
AR -VBOC	72,151.39

Total Accounts Receivable	320,007.54
----------------------------------	-------------------

Other Current Assets

Opp Fund CDs (current)

Altana	151,140.25
Little Horn State Bank	251,250.00
US Bank	630,047.17
Stockman Bank	300,000.00
Western Security Bank	250,138.09
Yellowstone Bank	151,840.01

Total Opp Fund CDs (current)	1,734,415.52
-------------------------------------	---------------------

American Revenue Guarantee	6,887.28
----------------------------	----------

Due To/Due From EDC	106,676.54
---------------------	------------

Tax Levy Receivable	1,338,284.71
---------------------	--------------

Tax Levy Receivable - Protested	57.02
---------------------------------	-------

Allowance for Doubtful Accts	-57.02
------------------------------	--------

Prepaid Expenses

Prepaid Insurance	8,376.68
-------------------	----------

Total Prepaid Expenses	8,376.68
-------------------------------	-----------------

Total Other Current Assets	3,194,640.73
-----------------------------------	---------------------

Total Current Assets	5,175,242.46
-----------------------------	---------------------

	<u>Oct 31, 22</u>
Fixed Assets	
Construction in Progress	4,637,966.36
Bank Building - Land	301,750.00
Bank Building - Building	1,473,250.00
Accumulated Depreciation	<u>-99,023.00</u>
Total Fixed Assets	6,313,943.36
Other Assets	
Right of Use Asset	7,573.92
Barista Equipment	12,000.00
Deposit	5,181.09
Opp Fund - CDs (non current)	
Bravera Bank	<u>642,380.35</u>
Total Opp Fund - CDs (non current)	642,380.35
Cabelas Conduit x0603	289.39
Deferred Outflow of Resources	<u>129,336.30</u>
Total Other Assets	796,761.05
TOTAL ASSETS	<u>12,285,946.87</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>133,493.11</u>
Total Accounts Payable	133,493.11
Total Credit Cards	14,316.65
Other Current Liabilities	
Accrued Expenses	
Space to Place	10,000.00
Benefits	11,452.19
MBOI Cabelas Conduit	399.93
Salaries/Wages	<u>67,434.65</u>
Total Accrued Expenses	89,286.77
Payroll Liabilities	
Unemployment Insurance	21.31
Aflac-Total	262.72
Health Insurance Withheld	-1,289.00
United Way Withheld	100.00
Payroll Liabilities - Other	<u>27.08</u>
Total Payroll Liabilities	-877.89
Compensated Absences	162,948.67
Deferred Revenues	<u>27,000.00</u>
Total Other Current Liabilities	278,357.55
Total Current Liabilities	426,167.31
Long Term Liabilities	
Lease Liability	7,920.38
Deferred Inflow of Resources	386,724.00

	Oct 31, 22
Pension Liability	<u>563,223.00</u>
Total Long Term Liabilities	<u>957,867.38</u>
Total Liabilities	1,384,034.69
Equity	
Net Assets	7,242,523.47
Contributed Capital	
Contributed Capital-Deering	330,000.00
Contributed Capital-Other	-223.00
Contributed Capital-TransTech	2,799,635.62
Opening Bal Equity	<u>64,167.60</u>
Total Contributed Capital	3,193,580.22
Prior Period Adjustment	-482,469.85
Net Income	<u>948,278.34</u>
Total Equity	<u>10,901,912.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>12,285,946.87</u></u>

Big Sky EDA
Profit & Loss
September through October 2022

2:17 PM
12/01/2022
Accrual Basis

	Sep 22	Oct 22	TOTAL
Ordinary Income/Expense			
Income			
Department of Defense	49,205.00	45,000.00	94,205.00
EDC Reimbursement	62,875.44	61,736.22	124,611.66
EPA - Brownfields	0.00	4,330.00	4,330.00
Grant Administration	0.00	9,170.57	9,170.57
Health Levy Revenue	7,420.00	6,890.00	14,310.00
Mill Levy Revenue			
Entitlement	63,850.31	0.00	63,850.31
Mill Levy Revenue - Other	-5,456.89	1,338,684.82	1,333,227.93
Total Mill Levy Revenue	58,393.42	1,338,684.82	1,397,078.24
Miscellaneous Revenue	4,137.50	9,000.00	13,137.50
Rock31 Membership Revenue	4,529.03	5,035.65	9,564.68
SBA/MT Dept of Commerce	21,503.26	14,644.98	36,148.24
VBOC	23,125.47	23,976.99	47,102.46
Total Income	231,189.12	1,518,469.23	1,749,658.35
Gross Profit	231,189.12	1,518,469.23	1,749,658.35
Expense			
Advertising	869.76	0.00	869.76
Amortization Expense	103.68	103.68	207.36
Barista Supplies	0.00	87.50	87.50
Community Development Projects	0.00	-1,054.15	-1,054.15
Dues and Subscriptions			
Adobe	14.99	44.97	59.96
Business Brokerage	23.00	23.00	46.00
Beartooth RCD	0.00	12,171.62	12,171.62
Intuit	212.00	212.00	424.00
Microsoft	395.10	408.81	803.91
Paypal	98.00	30.00	128.00
Zoom	51.88	52.88	104.76
Dues and Subscriptions - Other	1,080.75	23.15	1,103.90
Total Dues and Subscriptions	1,875.72	12,966.43	14,842.15
Employer Contributions			
FICA	8,637.14	8,055.31	16,692.45
Health Savings Account	1,500.00	1,425.00	2,925.00
Life Insurance	218.18	218.18	436.36
Medical Insurance	19,246.84	18,457.36	37,704.20
Medicare	2,019.96	1,900.97	3,920.93
PERS	13,108.05	12,183.35	25,291.40
Unemployment Expense	83.21	465.96	549.17
Total Employer Contributions	44,813.38	42,706.13	87,519.51
Event Expense	1,346.85	91.09	1,437.94
Insurance			
Building Insurance	1,489.79	1,489.79	2,979.58
Liability Insurance	1,047.08	1,047.08	2,094.16
Workers Comp	646.40	323.20	969.60
Insurance - Other	-0.01	0.00	-0.01
Total Insurance	3,183.26	2,860.07	6,043.33
Interest Expense	69.55	69.55	139.10
Marketing			
Departmental	1,237.43	1,318.26	2,555.69
Organizational	23,410.57	2,416.34	25,826.91
Marketing - Other	11.20	0.00	11.20
Total Marketing	24,659.20	3,734.60	28,393.80
Miscellaneous			
Bank Fee	35.00	5.00	40.00
Floor Mats	0.00	29.17	29.17
Hosted Meetings/Events	166.50	191.00	357.50
Postage	0.00	75.00	75.00
Recycling	0.00	125.00	125.00
Other	4.95	8.98	13.93

	Sep 22	Oct 22	TOTAL
Miscellaneous - Other	0.00	416.25	416.25
Total Miscellaneous	206.45	850.40	1,056.85
Office Equipment	190.45	1,695.80	1,886.25
Office Expense	4,663.05	11,591.77	16,254.82
Building Operations/Maintenance			
Parking	877.26	1,931.00	2,808.26
Utilities	2,035.23	2,597.02	4,632.25
Janitorial	4,157.70	3,248.68	7,406.38
Building Operations/Maintenance - Other	924.03	1,962.98	2,887.01
Total Building Operations/Maintenance	7,994.22	9,739.68	17,733.90
Professional Fees			
Accounting	5,000.00	5,575.00	10,575.00
Brownfields	4,330.00	0.00	4,330.00
Consulting	500.00	0.00	500.00
HR Consulting	1,485.00	1,246.50	2,731.50
Legal Fees	977.50	0.00	977.50
Professional Fees - Other	2,145.00	19,354.39	21,499.39
Total Professional Fees	14,437.50	26,175.89	40,613.39
PTAC Subcenter			
Great Falls Development	8,090.00	6,030.00	14,120.00
Snowy Mountain Development	9,509.36	0.00	9,509.36
Montana West Economic Dev	6,053.72	4,468.11	10,521.83
University of Montana	6,572.41	0.00	6,572.41
Total PTAC Subcenter	30,225.49	10,498.11	40,723.60
Rent			
Parking	-88.75	0.00	-88.75
Total Rent	-88.75	0.00	-88.75
Salaries/Wages	138,946.51	135,940.39	274,886.90
Suspense	-177.68	0.00	-177.68
Telecommunications			
Internet Reimbursement	0.00	150.00	150.00
VisionNet	2,996.84	1,254.55	4,251.39
Entre Monthly Service	1,868.54	2,024.60	3,893.14
Cell Phone	590.00	790.00	1,380.00
Telecommunications - Other	59.98	60.00	119.98
Total Telecommunications	5,515.36	4,279.15	9,794.51
Travel/Training			
Transportation	72.33	0.00	72.33
Parking	0.00	35.88	35.88
Airfare	1,155.57	884.40	2,039.97
Car Rental	430.42	211.33	641.75
Conference Fees	6,331.72	775.00	7,106.72
Gas	74.99	87.28	162.27
Lodging	2,771.10	2,794.56	5,565.66
Meals	1,279.20	732.22	2,011.42
Mileage	1,152.48	426.19	1,578.67
Travel/Training - Other	18.00	430.22	448.22
Total Travel/Training	13,285.81	6,377.08	19,662.89
VBOC Indirect Cost	0.00	0.00	0.00
Total Expense	292,119.81	268,713.17	560,832.98
Net Ordinary Income	-60,930.69	1,249,756.06	1,188,825.37
Other Income/Expense			
Other Income			
Capital Campaign	100.00	0.00	100.00
Interest Income	949.28	569.94	1,519.22
Total Other Income	1,049.28	569.94	1,619.22
Other Expense			
Relocation/BSTSP Transformation	4,201.97	364.42	4,566.39
Depreciation Expense	21,193.66	20,572.22	41,765.88
Total Other Expense	25,395.63	20,936.64	46,332.27
Net Other Income	-24,346.35	-20,366.70	-44,713.05
Net Income	-85,277.04	1,229,389.36	1,144,112.32

Big Sky EDA
Profit & Loss Budget vs. Actual
 July through October 2022

12:57 PM
 12/01/2022
 Accrual Basis

	TOTAL					
	Sep 22	Budget	Oct 22	Budget	Jul - Oct 22	Budget
Ordinary Income/Expense						
Income						
Beartooth RC&D CARES Act	0.00	0.00	0.00	0.00	0.00	0.00
Other Intergovernmental Revenue	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Department of Defense	49,205.00	54,400.75	45,000.00	54,400.75	207,261.00	217,603.00
EDC Reimbursement	62,875.44	60,077.00	61,736.22	60,077.00	248,209.98	240,308.00
EPA - Brownfields	0.00	13,888.89	4,330.00	13,888.89	4,730.00	55,555.56
Grant Administration	0.00	416.67	9,170.57	416.67	11,015.57	1,666.68
Health Levy Revenue	7,420.00	8,965.83	6,890.00	8,965.83	29,680.00	35,863.32
Mill Levy Revenue						
Entitlement	63,850.31	62,189.00	0.00	0.00	63,850.31	62,189.00
Mill Levy Revenue - Other	-5,456.89	0.00	1,338,684.82	1,365,620.00	1,334,123.34	1,365,620.00
Total Mill Levy Revenue	58,393.42	62,189.00	1,338,684.82	1,365,620.00	1,397,973.65	1,427,809.00
Miscellaneous Revenue	4,137.50	0.00	9,000.00	0.00	13,137.50	0.00
Recovery of Protested Taxes	0.00		0.00		1,223.08	
Rents/Leases	0.00	0.00	0.00	0.00	0.00	0.00
Rock31 Barista Rent Revenue	0.00	765.00	0.00	765.00	0.00	1,530.00
Rock31 Membership Revenue						
Day Passes	0.00	0.00	0.00	40.00	0.00	40.00
Dedicated Desks	0.00	199.00	0.00	398.00	0.00	597.00
Private Offices	0.00	2,775.00	0.00	2,775.00	0.00	5,550.00
Shared Workspaces	0.00	0.00	0.00	482.00	0.00	482.00
Training Space	0.00	0.00	0.00	800.00	0.00	800.00
Virtual Offices	0.00	0.00	0.00	60.00	0.00	60.00
Rock31 Membership Revenue - Other	4,529.03		5,035.65		9,564.68	
Total Rock31 Membership Revenue	4,529.03	2,974.00	5,035.65	4,555.00	9,564.68	7,529.00
SBA/MT Dept of Commerce	21,503.26	13,541.67	14,644.98	13,541.67	62,303.46	54,166.68
Uncategorized Income	0.00		0.00		2,000.00	
VBOC	23,125.47	25,000.00	23,976.99	25,000.00	97,330.75	100,000.00
Total Income	231,189.12	242,218.81	1,518,469.23	1,547,230.81	2,084,429.67	2,142,031.24
Gross Profit	231,189.12	242,218.81	1,518,469.23	1,547,230.81	2,084,429.67	2,142,031.24
Expense						
Other Expenses	0.00		0.00		10.98	
Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
BID Assessment	0.00	0.00	0.00	0.00	0.00	0.00
Strategic Priorities	0.00	1,250.00	0.00	1,250.00	0.00	5,000.00
Advertising	869.76	19.00	0.00	79.50	1,414.25	196.50
Amortization Expense	103.68		103.68		417.40	
Property Tax Protests	0.00	0.00	0.00	0.00	0.00	0.00
Barista Supplies	0.00		87.50		87.50	
Community Development Projects	0.00	0.00	-1,054.15	0.00	-854.15	0.00
Contingency	0.00	5,000.00	0.00	5,000.00	0.00	20,000.00
Dues and Subscriptions						
AASBC	0.00	0.00	0.00	0.00	0.00	0.00
Adobe	14.99	85.94	44.97	85.94	354.80	343.76
APTAC	0.00	0.00	0.00	0.00	3,798.16	4,663.00
Business Brokerage	23.00	23.00	23.00	23.00	46.00	317.00
Beartooth RCD	0.00	0.00	12,171.62	0.00	12,171.62	12,069.48
Billings Cultural Partners	0.00		0.00		250.00	
Calendly	0.00	12.00	0.00	12.00	0.00	48.00
Canva	0.00	0.00	0.00	0.00	0.00	0.00
Chambers of Commerce	0.00	0.00	0.00	0.00	0.00	0.00
Coworking Software	0.00	150.00	0.00	150.00	0.00	600.00
DBA	0.00	175.00	0.00	0.00	0.00	175.00
Dropbox	0.00	0.00	0.00	0.00	71.92	239.76
IEDC	0.00	0.00	0.00	0.00	0.00	0.00
Intuit	212.00	50.00	212.00	50.00	636.00	200.00
Leadership Montana	0.00		0.00		3,000.00	
MEDA	0.00	0.00	0.00	0.00	0.00	0.00
Microsoft	395.10	375.00	408.81	375.00	1,595.32	1,500.00
Neoserra	0.00	0.00	0.00	0.00	0.00	1,835.00
Paypal	98.00	30.00	30.00	30.00	256.00	120.00
ProfitCents	0.00	0.00	0.00	0.00	0.00	0.00
PTAC Bid Match	0.00	0.00	0.00	0.00	0.00	0.00
Rotary	0.00	100.00	0.00	100.00	0.00	400.00
SHRM	0.00	0.00	0.00	0.00	0.00	180.00
Stripe	0.00	118.96	0.00	182.20	0.00	301.16
T Sheets	0.00	212.00	0.00	212.00	212.00	848.00
Thinkscape	0.00	0.00	0.00	0.00	68.00	0.00
Waypoint	0.00	0.00	0.00	0.00	0.00	9,450.00
Zoom	51.88	81.86	52.88	81.86	156.64	327.44
Dues and Subscriptions - Other	1,080.75	1,747.66	23.15	414.66	6,547.15	3,241.64
Total Dues and Subscriptions	1,875.72	3,161.42	12,966.43	1,716.66	29,163.61	36,859.24
Employer Contributions						
Wellness	0.00	425.00	0.00	425.00	0.00	1,700.00

	TOTAL					
	Sep 22	Budget	Oct 22	Budget	Jul - Oct 22	Budget
EAP	0.00	0.00	0.00	0.00	0.00	0.00
FICA	8,637.14	9,121.11	8,055.31	9,121.11	33,873.70	36,484.44
Health Savings Account	1,500.00	1,500.00	1,425.00	1,500.00	6,150.00	6,000.00
Life Insurance	218.18	237.35	218.18	237.35	862.98	949.40
Medical Insurance	19,246.84	20,214.00	18,457.36	20,214.00	75,111.68	80,856.00
Medicare	2,019.96	2,159.03	1,900.97	2,159.03	7,939.10	8,636.12
PERS	13,108.05	13,356.17	12,183.35	13,356.17	51,122.48	53,424.68
Unemployment Expense	83.21	372.24	465.96	372.24	1,164.33	1,488.96
Employer Contributions - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Employer Contributions	44,813.38	47,384.90	42,706.13	47,384.90	176,224.27	189,539.60
Event Expense	1,346.85	833.33	91.09	833.33	1,505.44	3,333.32
Insurance						
Building Insurance	1,489.79	1,250.02	1,489.79	1,250.02	5,964.16	5,000.08
Liability Insurance	1,047.08	1,047.09	1,047.08	1,047.09	3,613.32	4,188.36
EDA D&O	0.00	0.00	0.00	0.00	3,340.00	3,573.81
Workers Comp	646.40	375.01	323.20	375.01	1,616.00	1,500.04
Insurance - Other	-0.01	0.00	0.00	0.00	-0.03	0.00
Total Insurance	3,183.26	2,672.12	2,860.07	2,672.12	14,533.45	14,262.29
Interest Expense	69.55		69.55		275.52	
Marketing						
Departmental	1,237.43	1,814.58	1,318.26	1,814.58	8,510.81	7,258.32
Organizational	23,410.57	5,705.83	2,416.34	5,705.83	37,684.61	22,823.32
Marketing - Other	11.20	0.00	0.00	0.00	187.91	0.00
Total Marketing	24,659.20	7,520.41	3,734.60	7,520.41	46,383.33	30,081.64
Miscellaneous						
Bank Fee	35.00		5.00		55.43	
ACH/Service Charges	0.00	5.00	0.00	5.00	1.22	20.00
Board/Staff Planning	0.00	0.00	0.00	0.00	0.00	0.00
Floor Mats	0.00	0.00	29.17	0.00	58.34	0.00
Gainans	0.00	62.50	0.00	62.50	0.00	250.00
Hosted Meetings/Events	166.50	1,378.33	191.00	1,678.33	2,192.37	5,663.32
Postage	0.00	150.00	75.00	150.00	175.00	600.00
Qwest Dex	0.00	20.00	0.00	20.00	0.00	80.00
Recycling	0.00	0.00	125.00	0.00	250.00	0.00
Regulatory Reporting	0.00	0.00	0.00	0.00	0.00	0.00
SBDC Program Exp	0.00	0.00	0.00	0.00	0.00	0.00
Staff Meetings	0.00	0.00	0.00	0.00	0.00	0.00
Staff/Board Appreciation	0.00		0.00		29.97	
Other	4.95	520.83	8.98	520.83	13.93	2,083.32
Miscellaneous - Other	0.00	416.66	416.25	416.66	568.07	1,666.64
Total Miscellaneous	206.45	2,553.32	850.40	2,853.32	3,344.33	10,363.28
Office Equipment	190.45	0.00	1,695.80	0.00	3,150.67	4,500.00
Office Expense	4,663.05	2,041.67	11,591.77	2,041.67	29,350.01	8,367.68
Building Operations/Maintenance						
Parking	877.26	936.24	1,931.00	936.24	3,396.70	3,744.96
Utilities	2,035.23	2,754.18	2,597.02	2,754.18	6,533.26	11,016.72
Security/Fire Monitoring System	0.00	100.01	0.00	100.01	0.00	400.04
Security	0.00	399.99	0.00	399.99	0.00	1,599.96
Miscellaneous	0.00	100.01	0.00	100.01	0.00	400.04
Janitorial	4,157.70	5,000.00	3,248.68	5,000.00	7,406.38	20,000.00
Elevator Contract	0.00	200.01	0.00	200.01	0.00	800.04
Building Operations/Maintenance - Other	924.03		1,962.98		2,934.48	
Total Building Operations/Maintenance	7,994.22	9,490.44	9,739.68	9,490.44	20,270.82	37,961.76
Professional Fees						
Accounting	5,000.00	0.00	5,575.00	3,500.00	10,575.00	26,500.00
Brownfields	4,330.00	13,888.89	0.00	13,888.89	4,730.00	55,555.56
Consulting	500.00		0.00		500.00	
HR Consulting	1,485.00	0.00	1,246.50	0.00	2,731.50	100.00
Legal Fees	977.50	250.00	0.00	250.00	977.50	1,000.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Professional Fees - Other	2,145.00	3,181.82	19,354.39	3,181.82	21,891.06	12,727.28
Total Professional Fees	14,437.50	17,320.71	26,175.89	20,820.71	41,405.06	95,882.84
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
PTAC Satellite	0.00	0.00	0.00	0.00	0.00	0.00
PTAC Subcenter						
Great Falls Development	8,090.00	6,325.91	6,030.00	6,325.91	28,095.00	25,303.64
Snowy Mountain Development	9,509.36	9,386.89	0.00	9,386.89	27,959.26	37,547.56
Ravalli County EDA	0.00	0.00	0.00	0.00	0.00	0.00
Butte	0.00	6,076.78	0.00	6,076.78	3,630.00	24,307.12
Montana State University	0.00	0.00	0.00	0.00	0.00	0.00
Montana West Economic Dev	6,053.72	5,529.51	4,468.11	5,529.51	19,300.23	22,118.04
University of Montana	6,572.41	9,913.91	0.00	9,913.91	21,918.26	39,655.64
PTAC Subcenter - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total PTAC Subcenter	30,225.49	37,233.00	10,498.11	37,233.00	100,902.75	148,932.00
Rent						
Parking	-88.75		0.00		-88.75	
Storage Rent	0.00	0.00	0.00	0.00	200.00	100.00
Building Rent	0.00	0.00	0.00	0.00	17,782.82	0.00
Equipment Rental	0.00	400.00	0.00	0.00	0.00	800.00

		TOTAL				
	Sep 22	Budget	Oct 22	Budget	Jul - Oct 22	Budget
Rent - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Rent	-88.75	400.00	0.00	0.00	17,894.07	900.00
Repairs	0.00	833.33	0.00	833.33	0.00	3,333.32
Salaries/Wages	138,946.51	148,898.14	135,940.39	148,898.14	557,204.69	595,592.56
Sponsorships	0.00	416.67	0.00	416.67	0.00	1,666.68
Suspense	-177.68		0.00		1,402.86	
TEDD	0.00	500.00	0.00	0.00	0.00	500.00
Telecommunications						
Internet Reimbursement	0.00		150.00		200.00	
VisionNet	2,996.84	1,500.00	1,254.55	1,500.00	6,496.83	6,000.00
Entre Monthly Service	1,868.54	1,858.40	2,024.60	1,858.40	5,741.28	7,433.60
CenturyLink Long Distance	0.00	0.00	0.00	0.00	0.00	0.00
CenturyLink Managed Office	0.00	0.00	0.00	0.00	0.00	0.00
Cell Phone	590.00	500.00	790.00	500.00	2,560.00	2,000.00
Telecommunications - Other	59.98	0.00	60.00	0.00	278.96	0.00
Total Telecommunications	5,515.36	3,858.40	4,279.15	3,858.40	15,277.07	15,433.60
Travel/Training						
Transportation	72.33	250.00	0.00	150.00	337.02	400.00
Parking	0.00		35.88		93.20	
Airfare	1,155.57	1,245.83	884.40	445.83	4,619.77	4,383.32
Car Rental	430.42	1,111.67	211.33	761.67	1,583.16	2,951.68
Conference Fees	6,331.72	800.00	775.00	0.00	8,271.72	7,490.00
Continuing Education	0.00	162.50	0.00	162.50	0.00	5,150.00
Gas	74.99	255.00	87.28	305.00	280.94	810.00
Lodging	2,771.10	6,752.60	2,794.56	2,870.38	8,186.53	11,097.82
Meals	1,279.20	3,174.58	732.22	1,224.58	2,881.90	5,398.32
Mileage	1,152.48	347.57	426.19	718.16	2,836.09	1,760.87
Other	0.00	1,078.17	0.00	1,078.17	98.99	4,936.68
Travel/Training - Other	18.00	0.00	430.22	0.00	1,099.36	3,000.00
Total Travel/Training	13,285.81	15,177.92	6,377.08	7,716.29	30,288.68	47,378.69
VBOC Indirect Cost	0.00		0.00		0.00	
Total Expense	292,119.81	306,564.78	268,713.17	300,618.89	1,089,652.61	1,270,085.00
Net Ordinary Income	-60,930.69	-64,345.97	1,249,756.06	1,246,611.92	994,777.06	871,946.24
Other Income/Expense						
Other Income						
Capital Campaign	100.00		0.00		100.00	
Contribution Revenue	0.00	0.00	0.00	0.00	15,800.00	0.00
US EDA Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	949.28	1,022.40	569.94	1,022.40	2,445.91	4,089.60
Total Other Income	1,049.28	1,022.40	569.94	1,022.40	18,345.91	4,089.60
Other Expense						
Relocation/BSTSP Transformation	4,201.97	50,000.00	364.42	0.00	13,041.63	73,710.43
Depreciation Expense	21,193.66	18,819.58	20,572.22	18,819.58	51,803.00	75,278.32
Total Other Expense	25,395.63	68,819.58	20,936.64	18,819.58	64,844.63	148,988.75
Net Other Income	-24,346.35	-67,797.18	-20,366.70	-17,797.18	-46,498.72	-144,899.15
Net Income	-85,277.04	-132,143.15	1,229,389.36	1,228,814.74	948,278.34	727,047.09

Big Sky Economic Development Corporation
Balance Sheet
As of October 31, 2022

1:38 PM
12/01/2022
Accrual Basis
Oct 31, 22

ASSETS

Current Assets

Checking/Savings

Charles Schwab Investment Accou	0.01
First Interstate Bank x7262	27,587.98
FIB x3762-Long Term Reserve	250,000.00
FIB x2242-Federal EDA RLF	197,921.04
Stockman x2114-SSBCI Clearing	242,320.64
FIB x3754-SSBCI Principal	202,844.68
FIB x0594-Coulson Park	76,536.83
FIB x0222-OF/406 Impact	60,902.70
FIB x3924-RLF	269,960.12

Total Checking/Savings 1,328,074.00

Accounts Receivable

Pledges Receivable	62,000.00
Accounts Receivable	113,250.00

Total Accounts Receivable 175,250.00

Other Current Assets

Total Fed EDA RLF Portfolio - Current	43,627.82
Total Stabilization Loans - Current	29,773.47
Prepaid Expenses	2,545.13
Total RLF Portfolio-Current	21,740.61
Total SSBCI Portfolio-Current	29,822.27

Total Other Current Assets 127,509.30

Total Current Assets 1,630,833.30

Other Assets

Total Fed EDA RLF - Non-Current	610,555.35
Total Stabilization Loans-Noncurrent	7,505.57
Allowance for Loan Losses	-23,855.70
Total RLF Portfolio-Non Current	200,948.84
Total SSBCI Portfolio-Non Current	795,368.25

Total Other Assets 1,590,522.31

TOTAL ASSETS 3,221,355.61

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	4,310.34
Total Accounts Payable	<u>4,310.34</u>

Total Credit Cards 10,937.47

Other Current Liabilities

Accrued Expenses

	Oct 31, 22
Other	43.92
Total Accrued Expenses	43.92
Due to/Due From EDA	106,676.54
Total Other Current Liabilities	106,720.46
Total Current Liabilities	121,968.27
Total Liabilities	121,968.27
Equity	
Retained Earnings	2,939,820.28
Net Income	159,567.06
Total Equity	3,099,387.34
TOTAL LIABILITIES & EQUITY	3,221,355.61

Big Sky Economic Development Corporation
Profit & Loss
September through October 2022

2:15 PM

12/01/2022

Accrual Basis

	Sep 22	Oct 22	TOTAL
Ordinary Income/Expense			
Income			
Stabilization Loan Interest	74.43	68.27	142.70
Interest Income	162.51	172.65	335.16
504 Loan Servicing	33,327.37	33,220.97	66,548.34
Member Investment	3,000.00	80,250.00	83,250.00
Member Investment - Trades	224.00	0.00	224.00
Miscellaneous Income			
Loan Fees	0.00	21,631.98	21,631.98
Total Miscellaneous Income	0.00	21,631.98	21,631.98
RLF Business Loan Interest	1,082.71	1,043.48	2,126.19
SSBCI Revenue	2,386.42	2,295.16	4,681.58
Total Income	40,257.44	138,682.51	178,939.95
Gross Profit	40,257.44	138,682.51	178,939.95
Expense			
Legal Fees	0.00	234.00	234.00
Postage	246.66	124.24	370.90
Bank Fees	42.41	53.36	95.77
Business Recruitment	2,050.00	390.50	2,440.50
Dues and Subscriptions	603.01	4,148.01	4,751.02
EDA Reimbursement	62,875.44	61,736.22	124,611.66
Event Expense	4,922.82	1,326.32	6,249.14
Insurance	881.00	881.00	1,762.00
Marketing			
Organizational Marketing	1,145.22	304.05	1,449.27
Departmental Marketing	2,302.82	897.96	3,200.78
Total Marketing	3,448.04	1,202.01	4,650.05
Membership Development	60.00	555.11	615.11
Miscellaneous			
Parking	4.50	5.00	9.50
Staff Appreciation	1,160.73	279.01	1,439.74
Board Appreciation	0.00	50.00	50.00
Hosted Meetings	301.39	342.20	643.59
Loan Processing	83.00	2,062.75	2,145.75
Other	0.00	60.00	60.00
Miscellaneous - Other	0.00	359.96	359.96
Total Miscellaneous	1,549.62	3,158.92	4,708.54
Office Supplies	1,371.87	572.26	1,944.13
Professional Fees			
Professional Fees - Trade	224.00	0.00	224.00
Accounting	1,500.00	0.00	1,500.00
Total Professional Fees	1,724.00	0.00	1,724.00

	<u>Sep 22</u>	<u>Oct 22</u>	<u>TOTAL</u>
Rent			
Sidecar - Helena	0.00	671.16	671.16
Rent - Other	0.00	402.78	402.78
Total Rent	0.00	1,073.94	1,073.94
Sponsorships	600.00	0.00	600.00
Telephone			
Internet	50.00	50.00	100.00
Cell Phone	345.00	345.00	690.00
Total Telephone	395.00	395.00	790.00
Travel & Training			
Transportation	0.00	28.88	28.88
Parking	1.44	6.82	8.26
Airfare	707.30	0.00	707.30
Car Rental	430.56	621.57	1,052.13
Conference Fees	300.00	0.00	300.00
Gas	132.90	223.71	356.61
Lodging	1,788.03	201.80	1,989.83
Meals	795.21	186.48	981.69
Mileage	0.00	362.38	362.38
Other	5.28	295.60	300.88
Travel & Training - Other	9.99	236.47	246.46
Total Travel & Training	4,170.71	2,163.71	6,334.42
Total Expense	84,940.58	78,014.60	162,955.18
Net Ordinary Income	-44,683.14	60,667.91	15,984.77
Non-Operating Income			
Federal EDA RLF	-60,481.74	225,693.60	165,211.86
Net Income	<u>-105,164.88</u>	<u>286,361.51</u>	<u>181,196.63</u>

Big Sky Economic Development Corporation
Profit & Loss Budget vs. Actual
 July through October 2022

1:39 PM

12/01/2022

Accrual Basis

	TOTAL					
	Sep 22	Budget	Oct 22	Budget	Jul - Oct 22	Budget
Ordinary Income/Expense						
Income						
Grant Administration	0.00	4,166.67	0.00	4,166.67	0.00	16,666.68
BSTSP	0.00		0.00		3,500.00	
Stabilization Loan Interest	74.43	74.43	68.27	68.27	309.98	309.97
Interest Income	162.51	1,500.00	172.85	1,500.00	533.75	6,000.00
Float Income	0.00	0.00	0.00	0.00	0.00	0.00
504 Loan Origination						
Legal Fees	0.00	4,166.67	0.00	4,166.67	12,500.00	16,666.68
504 Loan Origination - Other	0.00	15,000.00	0.00	15,000.00	34,358.80	60,000.00
Total 504 Loan Origination	0.00	19,166.67	0.00	19,166.67	46,858.80	76,666.68
504 Loan Servicing	33,327.37	33,050.45	33,220.97	33,050.45	130,728.40	132,201.80
Member Investment	3,000.00	0.00	80,250.00	70,500.00	111,250.00	141,000.00
Member Investment - Trades	224.00	0.00	0.00	0.00	671.02	0.00
Miscellaneous Income						
Loan Fees	0.00	1,968.99	21,631.98	1,968.99	21,752.40	7,875.96
Miscellaneous Income - Other	0.00		0.00		66.40	
Total Miscellaneous Income	0.00	1,968.99	21,631.98	1,968.99	21,818.80	7,875.96
Net Assets Released from Restr	0.00		0.00		0.00	
RLF Business Loan Interest	1,082.71	1,300.00	1,043.48	1,300.00	4,873.68	5,200.00
SSBCI Revenue	2,386.42	1,500.00	2,295.16	1,500.00	9,313.89	6,000.00
Total Income	40,257.44	62,727.21	138,682.51	133,221.05	329,858.32	391,921.09
Gross Profit	40,257.44	62,727.21	138,682.51	133,221.05	329,858.32	391,921.09
Expense						
Business Accelerator	0.00	833.33	0.00	833.33	0.00	3,333.32
Contract Support	0.00	0.00	0.00	0.00	0.00	0.00
Legal Fees	0.00	4,333.34	234.00	4,333.34	234.00	17,333.36
R31 Outreach	0.00	0.00	0.00	0.00	0.00	0.00
Investment in Economic Activity	0.00	0.00	0.00	0.00	0.00	0.00
Contribution Expense	0.00		0.00		15,800.00	
Business Incubation	0.00	0.00	0.00	0.00	0.00	0.00
Postage	246.66	70.00	124.24	70.00	938.17	280.00
Bank Fees	42.41	40.50	53.36	40.50	167.52	162.00
Business Recruitment	2,050.00	1,250.00	390.50	1,250.00	2,563.00	5,000.00
Contingency	0.00	833.33	0.00	833.33	0.00	3,333.32
Dues and Subscriptions	603.01	844.98	4,148.01	6,353.70	7,134.91	9,683.08
EDA Reimbursement	62,875.44	60,077.00	61,736.22	60,077.00	248,209.98	240,308.00
Event Expense	4,922.82	0.00	1,326.32	0.00	8,056.57	7,000.00
Insurance	881.00	881.00		881.00	3,524.00	4,964.00
Marketing						
Organizational Marketing	1,145.22	416.67	304.05	416.67	6,463.25	1,666.68
Departmental Marketing	2,302.82	2,208.33	897.96	2,208.33	4,879.31	9,233.32
Total Marketing	3,448.04	2,625.00	1,202.01	2,625.00	11,342.56	10,900.00
Membership Development	60.00	1,100.00	555.11	1,100.00	872.74	4,400.00
Miscellaneous						
Parking	4.50	0.00	5.00	0.00	12.19	75.00
Staff Planning	0.00	0.00	0.00	0.00	0.00	0.00
Board Planning	0.00	0.00	0.00	0.00	0.00	0.00
Staff Appreciation	1,160.73	483.33	279.01	483.33	3,354.97	1,933.32
Board Appreciation	0.00	83.33	50.00	83.33	50.00	333.32
Hosted Meetings	301.39	366.67	342.20	2,286.67	2,790.98	5,266.68
Loan Processing	83.00	1,000.00	2,062.75	1,000.00	6,680.29	4,000.00
Other	0.00	166.67	60.00	166.67	109.75	766.68
Miscellaneous - Other	0.00		359.96		880.84	
Total Miscellaneous	1,549.62	2,100.00	3,158.92	4,000.00	13,879.02	12,375.00
Office Supplies	1,371.87	200.00	572.26	200.00	4,482.07	800.00
Professional Fees						
Professional Fees - Trade	224.00	0.00	0.00	0.00	671.02	0.00
Accounting	1,500.00	0.00	0.00	0.00	1,500.00	14,000.00
Consulting	0.00		0.00		104.55	
Professional Fees - Other	0.00	0.00	0.00	0.00	0.00	6,200.00
Total Professional Fees	1,724.00	0.00	0.00	0.00	2,275.57	20,200.00
Rent						
Sidecar - Helena	0.00	339.66	671.16	339.66	1,342.32	1,358.64
Rent - Other	0.00	0.00	402.78	0.00	402.78	2,545.16
Total Rent	0.00	339.66	1,073.94	339.66	1,745.10	3,903.80
Sponsorships	600.00	0.00	0.00	0.00	2,650.00	0.00
Telephone						
Internet	50.00	50.00	50.00	50.00	200.00	150.00
Cell Phone	345.00	400.00	345.00	400.00	1,380.00	1,600.00
Telephone - Other	0.00	244.69	0.00	244.69	0.00	978.76

					TOTAL	
	Sep 22	Budget	Oct 22	Budget	Jul - Oct 22	Budget
Total Telephone	395.00	694.69	395.00	694.69	1,580.00	2,728.76
Travel & Training						
Transportation	0.00	0.00	28.88	200.00	82.88	200.00
Parking	1.44		6.82		66.35	
Airfare	707.30	320.83	0.00	320.83	1,991.06	2,083.32
Car Rental	430.56	208.33	621.57	208.33	1,987.64	1,033.32
Conference Fees	300.00	0.00	0.00	0.00	1,090.00	2,430.00
Continuing Education	0.00	375.00	0.00	375.00	0.00	1,500.00
Gas	132.90		223.71		571.54	
Lodging	1,788.03	400.00	201.80	700.00	2,843.38	2,700.00
Meals	795.21	270.84	186.48	270.84	1,738.99	1,383.36
Mileage	0.00		362.38		423.07	
Other	5.28	0.00	295.60	0.00	321.87	4,000.00
Travel & Training - Other	9.99		236.47		381.47	
Total Travel & Training	4,170.71	1,575.00	2,163.71	2,075.00	11,498.25	15,330.00
Total Expense	84,940.58	77,797.83	78,014.60	85,706.55	336,953.46	362,034.64
Net Ordinary Income	-44,683.14	-15,070.62	60,667.91	47,514.50	-7,095.14	29,886.45
Non-Operating Income						
Federal EDA RLF	-60,481.74		225,693.60		166,662.20	
Net Income	-105,164.88	-15,070.62	286,361.51	47,514.50	159,567.06	29,886.45



BIG SKY
ECONOMIC DEVELOPMENT

EDA • EDC CREATING MONTANA BUSINESS OPPORTUNITIES

ATTACHMENT D

Investment Policy (DRAFT-12/08/2022)

Big Sky Economic Development Authority (BSEDA) is a local port authority with broad powers to stimulate economic development and commerce. Although BSEDA has wide discretion on how to spend its funds, it has little leeway in how it can deposit or invest them. BSEDA must: (1) deposit them in demand, savings, or time deposit accounts; (2) invest them in direct obligations of the United States; or (3) invest them under the unified investment program administered by the Montana Board of Investments (the "MBOI").

BSEDA's deposit and investment options depend upon whether BSEDA needs its Funds for immediate use. If it does, it must deposit that portion in a demand deposit account at a bank. Regarding the balance, it has other deposit and investment options.

Deposits

Regardless of the type of deposit (demand, savings, or time), BSEDA must be able to make occasional necessary withdrawals and the deposit must be with supervised solvent in-state financial institution and if that financial institution is not federally insured, BSEDA must obtain security sufficient to ensure the safety and prompt payment of any unguaranteed or uninsured portion of the deposits. Although it must deposit the Funds it needs for immediate use in a demand deposit account at a bank, it may deposit the balance in a savings or time deposit account with a bank, savings and loan association, or credit union. BSEDA may solicit bids for time or savings deposits from Montana financial institutions but must deposit the Funds with a Yellowstone County financial institution if it agrees to pay the same rate of interest bid by the non-local financial institution. The interest earned on deposits insures BSEDA's benefit.

US Government Securities

If the Funds are unnecessary for immediate use, BSEDA may invest them in direct obligations of the United States having maturities of not more than five years. The direct obligation choices are: (1) United States government treasury bills, notes and bonds and treasury obligations; (2) obligations of the United States federal home loan bank, federal national mortgage association, federal home mortgage corporation and federal farm credit bank; and (3) a United States government security money market fund (subject to certain restrictions).

Other Investments

If BSEDA wants to invest the Funds in something other than in direct obligations of the United States, it must do so through the unified investment program administered by the MBOI. Because its Funds do not meet the threshold for long-term investment under the unified investment program, BSEDA must invest them in the MBOI-administered short-term pooled investment fund and if it does so, BSEDA will: (1) have a separate account from the other participants; (2) receive monthly statements; (3) receive income the fund earns; and (4) pay fees.

Acceptance of Donated Stock / Marketable Securities

Big Sky Economic Development Corporation (BSEDC) is a nonprofit organization. While BSEDC does have leeway in how it can deposit or invest funds, BSEDC follows BSEDA's investment policy with the exception of acceptance of donated stock/marketable securities. BSEDC has the ability to accept donated stock/marketable securities for the purpose of fundraising.

Whereas neither the members of the Big Sky Economic Development Board of Directors nor its senior staff are professional investment portfolio managers, it is the policy of this organization to liquidate stock/marketable securities immediately upon receipt. The possible transaction cost of this sale is considered small compared to the risk of loss that can be experienced with delay in the sale of the stock. This policy for acceptance of donated stock/marketable securities should be communicated to the potential donor of the stock to ensure the donor will not be surprised or offended at the immediate liquidation of the gift.

An investment account will be maintained with a minimum balance of cash or stock as required to facilitate the donation of stock to BSEDC and liquidation of the stock. The maintenance of this account to accommodate these transactions is the responsibility of the Executive Director in conjunction with the Controller. Proceeds from the sale of the stock are considered unrestricted contributed income unless the donor has imposed a restriction as a condition of the gift in which case procedures for accounting for restricted contributions will be followed.



BIG SKY ECONOMIC DEVELOPMENT

Adopted by vote of the Big Sky Economic Development Board of Directors:

Date _____

Signature _____

Steve Arveschoug
Executive Director, Big Sky Economic Development





BIG SKY
ECONOMIC DEVELOPMENT

EDA • EDC CREATING MONTANA BUSINESS OPPORTUNITIES

ATTACHMENT E

SBA 504 Loan Requests

- I. Big Sky EDC is requesting approval to submit to the US Small Business Administration the following SBA 504 loan requests. The Big Sky EDC Loan Committee has reviewed the requests and recommends approval to the full EDC Board for submission to the SBA for final approval. The requests meet all the underwriting and eligibility requirements of the EDC.

1. **Cucina FloraBella, LLC / Bibi Didi, LLC** – Purpose of this request is for an increase in the previously approved SBA 504 debenture. Loan was originally approved by the EDC Board on June 9, 2022, for a debenture amount of \$1,273,000. New debenture amount is projected to be \$1,376,000. Project is nearing completion and there have been increased costs for the building renovation. Renovation costs have increased approximately \$274,000 from the initial projection of \$100,000. Projected cash flow remains sufficient to service the additional debt and the appraised value is still within SBA standards.

Purpose of this request is for the acquisition of commercial real estate and minor renovations for a new restaurant, Flora Bella. The project is located at 500 Brooks Street, Missoula, MT. Flora Bella is a new Italian restaurant to be opened in this existing building that previously housed another successful Italian restaurant, Caffè Dolce, which closed in Fall 2021. Flora Bella will be owned and operated by Ben Burda and Drake Doepke, both owning 50% of the business as well as the real estate holding company. Both Ben and Drake have substantial experience in the restaurant industry. Drake currently owns three other successful restaurants – two in Missoula and one in Bigfork.

The total SBA debenture is estimated to be \$1,273,000 on a 25-year note comprising 35% of the total project costs. Big Sky EDC and the SBA will be in a 2nd lien position on the real property behind **First Security Bank of Missoula (Division of Glacier Bank)**. The project is expected to create 30 new jobs.



BIG SKY
ECONOMIC DEVELOPMENT

EDA • EDC CREATING MONTANA BUSINESS OPPORTUNITIES

ATTACHMENT F

December 8, 2022

**Recommendation of the Joint-Nominating Committee
For the Big Sky Economic Development 2023 Officers and Executive Committee**

The Joint Nominating Committee of the EDA/EDC met on November 4, 2022 to consider officers and Executive Committee members for 2023. Following discussion and follow-up, the Nominating Committee hereby submits the following recommendation for consideration:

2023 EDA Officers/Executive Committee

Judi Powers - Chair
Riley Bennett - Vice Chair
Debbie Desjarlais - Secretary/Treasurer
Ken Lutton - Immediate Past Chair
George Warmer - Member at Large

2023 EDC Officers/Executive Committee

Kim Jakub - Chair
Andy Gott - Vice Chair
Nick Pancheau - Secretary/Treasurer
Ann Kosempa - Immediate Past Chair
Jen Kobza - Member at Large



BIG SKY
ECONOMIC DEVELOPMENT

EDA • EDC CREATING MONTANA BUSINESS OPPORTUNITIES

ATTACHMENT G

**December 2022
Executive Director's Report
to the Board of Directors**

Strategic Priorities (FY 2023-24)

Strategic Objectives (updates in *blue/italic*)

- 1. Build out the Billings entrepreneurship ecosystem to support new, innovative, diverse business startups** (Leads: Business Advising & Lending Programs)

Strategies

- a. Complete the Rock31/BSED facility development project to its full vision—*building project is 99% complete. The outcome to date has been outstanding.*
- b. Execute the Rock31 program plan, build Rock31 membership and roll out acceleration programming—*as has been reported, Rock31 membership is off to a great start. The barista space is not yet activated, but that should come shortly.*
- c. Build awareness of all business advising and lending programs and tools—*BSED in general has gained a new level of awareness. More work to come.*

- 2. Act Now to redevelop downtown, building essential workforce housing and connection/complementing medical corridor investment** (Leads: Executive Director, Community Development, and Recruitment)

Strategies

- a. Partner to create a Development Action Fund (pool of tools and resources) to attract and incent downtown housing/mix-use development—*we're exploring tools to support downtown development. The focus will likely be on land acquisition and site preparation. This may include tax increment financing and an investment of our Opportunity Fund. We're working with both local and regional developers to identify the best project to jump-start needed development. Two meetings are planned in December to consider projects and discuss needs with our medical corridor leadership.*
- b. Develop a marketing/outreach strategy and solicit developer proposals—*individual outreach to developers is the strategy at this point.*
- c. Update the 2017 downtown housing study to guide decision making for City/BSED and private developers—**COMPLETED**; *we're looking to add a section specific to recommended solutions.*
- d. Seek a more development-friendly approach from the City—*planning a meeting with City team and local developers/home builders. Date is TBD.*

3. Invest in the quality of our community through a comprehensive parks and trails development and funding plan (Leads: Community Development)

Strategies

- a. Facilitate working groups that feed the policy-making process—*Thom and I have participated in several group working sessions with the goal of developing a concept for the development of a parks/trails funding plan. A recent focus group meeting focused on sustaining the funding for parks and trails O&M, with the option to fund a handful of ready-to-go (master plan in place) parks and trails development projects. There is debate over whether or not this plan should include the development and operating costs for a \$100 million recreation center. The Chamber will host two business-leaders discussions on this topic (Dec 1 and 6th). I will discuss this issue with the BSED Board at our December 8th meeting.*
- b. Provide research and data that articulates the value in parks and trails development
- c. Build public awareness regarding parks and trails investment
- d. Complete \$1.0 million in phase-one Coulson Park development—*a donors meeting was held in November to update project contributors on the progress of this project. The City is hoping to begin phase I work next spring.*

4. Grow, retain and attract a qualified workforce (Leads: BillingsWorks)

Strategies (*see BillingsWorks section for updates*)

- a. Curate & share quarterly job market/industry data reports and solutions for employers to help them make data informed decisions related to talent attraction and retention
- b. Collaborate with Think Billings to advance talent attraction and retention resource with targeted marketing campaigns that align business recruitment efforts and talent attraction efforts
- c. Sustain partnerships and focus on education and industry alignment and collaboration through participation in STEM Yellowstone, internships, Yellowstone County Summer Jobs Program, the Summer Intern Leadership Institute, and continued convening (quarterly) of the BillingsWorks Steering Committee

Program Updates

Community Development Program Report

Tax Abatements:

We are working with one company on a tax abatement application. The company is located within the City of Billings and will need to go before both the Yellowstone County Commissioners and the Billings City Council for consideration.

Brownfields Program:

We submitted the application for an EPA Brownfield Revolving Loan Fund grant on November 18. Awards will be announced next May with funding in October 2023 for the recipients. BSED was awarded a \$500,000 Brownfield Assessment grant. We are working with the EPA on preliminary paperwork and other requirements. Once those are in order and accepted, we will publish an RFP for consultants. Newfield conducted a drone survey of the EBURD as a final part of our 2017 Brownfield Assessment grant. We are closing out that grant.

Coulson Park:

We held a luncheon donor briefing on November 17th for donors to Coulson Park. Mark Jarvis, Billings Parks and Recreation, provided a project update including an overview of the project timeline for the Master Plan effort, and the process to begin implementing the Master Plan. The preliminary site plan has been developed for the Artist Point area. Parks applied to the Army Corp of Engineers for a permit to work in the floodplain the week of November 7th. Upon approval which takes 60 to 90 days or more, the final design work will begin. Billings Parks and Rec. hopes to start construction next spring. The first phase of construction will be roughly \$500,000.

The I 90 bridge replacement project should be completed by Spring of 2024. Sletten Construction will do some of the work in Coulson Park as an in-kind donation for allowing them to stage equipment for the I 90 bridge project in Coulson. The planned improvements will include the boat launch and parking area repairs.

Downtown Housing:

BSED, Downtown Billings, and the BIRD continue to work with our consultant, EPS, on refining the Downtown Housing Study Update and setting up local discussions on strategies and best practices.

Lockwood Targeted Economic Development District (TEDD):

No significant updates. We have explored several possible resources for funding of the initial infrastructure project to extend water, sewer, and roads into that area ahead of the completion of the Billings Bypass. We met with County Finance to discuss funding options. We will compile information and develop a report outlining current status and possible next steps.

Space2Place:

Four of the six awarded projects have been completed. Completed projects include:

- The Billings Symphony Orchestra and Chorale's project, Feather Mural by Ellie Swan - on the south wall of Sassy Biscuit facing 1st Avenue North.
- The Laurel Chamber of Commerce recently completed their project, Laurel Courtyard in downtown Laurel.
- The Lockwood Schools welcoming planters.
- Healthy By Design – Billings Beets on the Streets in Downtown and the Hospital corridor.

One project, Low Ropes at Sahara Park in the Heights is almost complete. The final project, Southside Community Garden, will not be completed.

Parks and Trails:

We continue our work with Councilperson Tom Rupsis, the City, and other local partners to explore funding options for parks and trails in the greater Billings area. The goal is to determine the feasibility and structure of a possible ballot measure that could fund development of new parks and trails development as well as a better method to fund parks department. A community meeting was held November 16 to gather input from community leaders and gauge support for the effort.

PTAC

Since MT PTAC began its new performance period on August 1st, companies across the state that have been assisted by one of our six PTAC locations have secured **\$65 million** in federal, state and local contracts. Of that, contracts valued at **\$12.2 million were awarded** to PTAC clients/companies within the Billings service area. MT PTAC advisors are making steady progress toward counseling and training goals statewide and in Billings. We have been spending a lot of time helping companies through the complexities of registering and/or renewing in the System for Award Management (SAM). GSA dramatically changed the system in April, and it has been exceedingly difficult for companies to navigate. We have also been helping companies with GSA schedules, Federal Acquisition Regulation (FAR) questions, WOSB/SDVOSB certification, payment systems, finding opportunities, market research for the government marketplace and more. **Please review our monthly MT PTAC newsletter at <https://mailchi.mp/02302b7f71b8/newsletter-november2022?e=c9b7f71539>**

VBOC

Training: 74 attendees at 6 events in the month of November.

- In Person Boots to Business at FE Warren AFB, Wyoming- 13 attendees. Delivered in partnership with the Wyoming SBA, Wyoming PTAC and Laramie County Community College.
 - Training goal 1 is 100% B2B coverage: **GOAL MET**
- National Veterans Small Business Week- 5 training events, 61 total attendees
 - Montana – 14 attendees
 - In person Reboot w/ Prospera in Bozeman
 - Virtual Statewide Montana Veterans Startup Roadmap w/ Rock 31 and Billings SBDC
 - Utah – 40 attendees
 - In person Southern Utah Unite Conference in St. George
 - Virtual 3- Session Reboot Class (statewide)
 - Wyoming – 7 attendees
 - Virtual 3 session Reboot Class (statewide)

Outreach highlights: 5 outreach meeting in November (39 so far this program year). Our goal is 80 outreach meetings per year. A little **UNDER GOAL so far this year.**

Counseling – 54 counseling sessions with 19 veteran or military spouse clients in the month of November. Goal is 33 sessions per month- **ABOVE goal.** Nearing the end of the 7th month in our program year, we are at 322 counseling sessions to date (81%% of the way toward our goal of 400 sessions per year). Other counseling goals:

1. ≥115 referrals to local resource partners in the year: Currently at 58 referrals (50% of our goal at this stage in our program year)
2. 5 new business “starts”: this is a new goal requested by SBA as an increased effort to track our impact. With a large part of our counseling involving referrals to other partners, this will be difficult to comprehensively track, so view this year as a “baseline” measurement. At the end of this month of our program year, we have tracked 3 new business starts.
3. 100% of new veteran e-center sign ups each month have at least 1 counseling session: November rate is 70% as we wait for contact with 4 clients. Rate for the year to date is 80% as we work to connect with clients.

Member Investor Program

3 new Member Investors have been added to the Member Investor Program: 1. Reciprocity Industries 2. Jefferson Lines 3. Allied Investment Advisors. A significant amount of my time has been committed to building maintenance, building warranty, day-to-day building findings/requests, and building security. We continue to understand and learn operation of the building to provide full function and are attempting to establish full comfort while at BSED and Rock31. Unfortunately, no companies are currently in the “queue” for potential commitment. In addition to building tasks, Heather has provided great support for invoicing and account receivable information to the Member Investment program, thank you, Heather! Connect with me regarding new perspective Member Investor referrals or communications with current Member Investors at patrick@bigskyeda.org, 869-8419.

Marketing/BillingsWorks

Marketing:

- Continued partnership with BSED programs with marketing needs
- Hosted a meeting with SCLH to talk about potentially hosting a 2023 Healthcare Summit
- Sponsored NCAA Cross Country Team (request from Visit Billings)
- Planned & hosted Montana National Bank Historic Dedication Ceremony
- Attended the Visit Billings CTA Focus Group
- Continue to coordinate art for building
- Worked with BSED team to decorate building for the holiday
- Working with Rock31 regularly to continue to promote the program, assisting Ryan with marketing/event needs/helping market student market day (Dec. 2nd)

BillingsWorks:

- Continue to participate in the MEDA Monthly Workforce Working Group, MCOM Student Welcoming Committee, JSEC, Careers in Healthcare Student Summit Planning Meeting
- Attended the MEDA Fall Conference and spoke on the talent attraction panel on behalf of BillingsWorks
- Continue to work towards developing out the betteroffinbillings.com website
- Attend the monthly Montana Ambassadors Meet-Up
- Meeting with Montana After School Alliance to talk about joining their board
- Attended SD2 “Future Ready” Brand Launch
- Continue to partner with SBDC to record The Vault podcast episodes about small business, entrepreneurship, and workforce development

SBDC/Rock31

Noteworthy:

- MEDA Impact Award for Edge of the Plains
- MEDA Impact Award for Rock 31 Program
- SBDC hosted first MT network quarterly meeting since Covid – Nov 9 & 10
- Team is working on an Accelerator Program for consumer goods products
- Team is partnering with DBA of Battle of the Plains, spring 2023

Team Activity:

- Team Member finished NDC 201 (part one) training
- Team is working on the Training Calendar for 2023
- Meet with the Founder on Wed's in the lower lever
- The Vault Podcast
- Tour of Rock 31 for High School Students
- Team members attended or participated in:
 - Member attended Leadership Billings – Nov 2
 - Make Your Website Work for You – Nov 8
 - Members attended Reset 2022 – Nov 8
 - Hosted MMEC Lean Training – Nov 9
 - High Tech Alliance Meeting – Nov 9
 - Member attended Leadership Montana in Bozeman – Nov 16 - 18
 - Member attended Beartooth Board meeting in Big Timber – Nov 17
 - Next Gen Presentation Tour – Nov 17
 - Friendsgiving with Rock31 members - Nov 18
 - Core Founders meeting – Nov 18
 - Chamber presentation – Nov 21
- Monthly training:
 - Start-up Roadmap, monthly recurring training for all start-ups – Nov 10
 - Business Model Canvas workshop to help businesses identify their customers, relationships, value proposition, channels, key activities, key resources, key partners, cost structure and revenue streams. – Nov 17

Big Sky Finance

We had one SBA 504 loan fund in the amount of \$1,172,000. This loan was for a concrete precast company located in Kalispell. There are projected to be four new jobs created because of this project.

We are seeing a slow down in loan activity, which is not uncommon this time of year. However, we have accepted several new applications we are currently underwriting and hope to have to committee this month. SBA rates have continued to increase as the 10-year Treasury has increased. Rates are still competitive with the market but makes it more difficult to lock into a long-term fixed rate. Regardless, the program offers many benefits to small businesses, including lower down payment to conserve cash for operations!

We are working to get SSBCI 2.0 funds out. Projects need to be ready to go. Funds ideally will be used for shorter term financing, including equipment, inventory, working capital, etc. Funds may be used for real estate financing also. Program is very beneficial to borrowers in that up to 50% of their financing can lock in a rate between 1-3.5%. If you know of any business looking for financing, please let us know and we can see if the funds will fit their needs!

Heather and Brandon attended the NADCO annual meeting in Denver this month. NADCO is the SBA 504 industry's trade association. Industry updates and various trainings were provided. One takeaway we had was that the industry across the country is feeling the pinch now. Lots of discussion on SBA issues and how we can overcome them. Very good information we were able to bring back, share with our team and implement some best practices.

Lastly, we were chosen by SBA for a SMART audit. This is an intensive audit by SBA of the Certified Development Company. Organizational structure, reporting, loan portfolio and individual loans are audited, among other things. This has consumed most of Brandon's time this month. Hoping for good results! We had also just completed our Independent Loan Review of the SBA 504 portfolio.

Effective rates for loans funded in November were:

- 25-year debenture = 6.31%
- 20-year debenture = 6.23%
- 10-year debenture = 6.27%

Organizational/Policy Matters

1. Staffing Plans – We are two steps away from hiring a Senior Financial Officer for BSED—second interview (scheduled November 30th), then check references and consider an offer. I am hopeful to have a decision by December 2nd.

With a new SFO in place we will begin the transition from contracting out our accounting needs to bringing most back in-house. We will also look at hiring a second position to support the accounting and HR functions. Then, I will look to the next steps in reorganization. I should be in a position to outline these steps in more detail, including budget considerations, by our January 12th Board meeting.

2. Closeout the Building Project Budget—We are working now to close out the building project, within the budget amendment approved by the Board at the November Board meeting. The schedule for the 2nd floor sound and lighting project has not been set but will be soon. We're also working on odds and ends around the building as well—usual stuff with new operating systems.

Becky has agreed to stay on as a contractor to support our EDA grant billing and reporting through December 21st. That will be very helpful as we look to secure final reimbursement from the federal EDA.

3. Legislative Priorities for the 2023 Session—Allison will provide the Board an update on our preliminary work related to the 2023 legislative priorities. We hosted a legislative dinner/briefing session and have met with individual legislators to share our priorities and build relationships. More details to follow.

**Respectfully submitted,
December 8, 2022**



**Steve Arveschoug
Executive Director**