

EDA/EDC – Joint Board Meeting

Thursday, January 12, 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 AM Call to Order/Pledge of Allegiance/Roll Call – Judi Powers, EDA Chair**
- 7:02 A.M. Public Comment/Recognitions/Special Announcements and Introductions**
- BSED 2023 Calendar—Sarah/Marcell
 - Conflict of Interest Policy—Acknowledgement—Steve
 - Economic Development Champion
- 7:07 A.M. Changes to Today's Agenda**
- 7:08 A.M. Consent Items for Board Action** (EDA & EDC Board Action)
- Minutes – December 8, 2022 (Attachment A)
 - FY '23 Sept/Oct Financial Statements (Attachment B)
- 7:10 A.M. Financial Matters--Steve**
- Introduction - Tami Fleetwood—Senior Financial Officer (Info)
 - Altana CU Account Management Authorization Adjustments Confirmed by the Board (EDA Action)
 - Investment Policy Consideration (Attachment C) (EDA/EDC Action)
 - FY '22 Audit Acceptance—Jordan Wilson, AZ (for Q&A) (Separate Attachment) (EDA/EDC Action)
- 7:30 A.M. Action Items**
- Big Sky Finance—Brandon
 - Loan Consideration (Attachment D) (EDA/EDC Action)
 - Board Annual Certification – SBA (Attachment E) (Info)
 - SBDC Contract—Lorene (Attachment F) (EDA Action)
 - Summer Jobs Program MOU—Marcell (Attachment G) (EDA/EDC Action)
- 7:45 A.M. Strategic Priorities—Comprehensive Parks, Trails, Recreation Development and Funding Plan**
- "Invest in the quality of our community through a comprehensive parks and trails development and funding plan" — Panel Dialogue
 - Councilman Tom Rupsis—Overview of Parks Development/Funding Challenge
 - Kristi Drake—The Future of Trails from Development Needs a Solution
 - Dusty Eaton/Shawn Seedhouse—The Vision and Value of a Recreation Center Development
 - Chris Kukulski/John Brewer—Taking Action—Comprehensively
 - BSED Board Next Steps—Steve
- 8:35 AM Executive Director Report- Steve**
- Staffing Update (Info)
 - BSED Reorganization Taskforce Recommendations (Handout) (EDA/EDC Action)
- 9:15 A.M. Public Comment**
- 9:30 A.M. Adjourn**



BIG SKY
ECONOMIC DEVELOPMENT

EDA • EDC CREATING MONTANA BUSINESS OPPORTUNITIES

ATTACHMENT A

**EDA/EDC Joint Board Minutes
& Holiday Breakfast
Thursday, December 8, 2022 – 7:00 A.M. – 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.

EDA Board Members Present: Bryan Wood, Debbie Desjarlais, George Warmer, Jennifer Smith, Judi Powers, Ken Lutton, Lucy Aspinwall, Paul Neutgens, Riley Bennett, Zack Dunn

EDA Board Members Absent: Bryce Terpstra

Ex-Officios Present: Greg Upham, Pam Purington

EDC Board Members Present: Andy Gott, Ann Kosempa, Brad Hamilton, Dave Ballard, DJ Clark, Jen Kobza, Jennifer Kondracki Weaver, Mac Fogelsong, Mike Nelson, Mike Phillips, Mike Seppala, Nick Pancheau, Stefani Hicswa, Tyler Wiltgen

EDC Board Members Absent: Bob Wilmouth, Craig Bartholomew, Denis Pitman, Justin Martin, Kim Jakub, Michael Marsh, Nicole Benge, Spencer Frederick

Staff and Guests: Allison Corbyn, Brandon Berger, Dianne Lehm, Dustin Frost, John Ostlund, John Wetendorf, Karli Baker, Kevin Beagle, Marcell Bruski, Patrick Klugman, Sarah Myhre, Steve Arveschoug

Call to Order:

Ann Kosempa, EDC Chair, called the meeting to order at 7:16 A.M. with the pledge of allegiance. Ken Lutton, EDA Chair joined the meeting shortly after the pledge.

Public Comment/Recognitions/Special Announcements and Introductions:

Nick Pancheau introduced his guest, John Wetendorf, Project Architect with Collaborative Design Architects.

Marcell shared with the Board the details of the historic dedication. Marcell passed out historic coins for those unable to attend the dedication.

Montana State University Billings Update- Chancellor, Stephanie Hicswa

Chancellor Hicswa gave an update on MSUB. Chancellor Hicswa shared that MSUB has been focusing on retention of students and graduation rates. Chancellor Hicswa shared an update on partnership with different entities including community colleges and tribal colleges. MSUB has also been focused on workforce development and is working toward matching graduates with the workforce needs in our area. Chancellor Hicswa shared a video highlighting the new marketing and branding for the University.

Recognition of EDA/EDC Board Members and Chairs-Steve

Steve recognized Ken Lutton for his service on the EDA Board of Directors as Chair and Ann Kosempa for her service on the EDC Board of Directors. Ken and Ann shared their experience as Board Chairs. Steve also recognized Jennifer Smith for her service on the EDA Board of Directors. Jen has served for 10 years on the EDA Board of Directors. Jen shared her experience during her years of service. During her time on the Board, Jen served as Board Chair and on the Executive Committee and she shared highlights of those experiences. Jen shared that she has enjoyed her personal and business relationships that were fostered during her time on the Board. Jen encouraged the Board members to become involved and remain engaged.

Steve announced the new incoming EDA Board member, Kate Vogel who was appointed by the County and will be joining in January.

Agenda Changes:

There are two additional action items added to the agenda.

- 1) Program Reports - Big Sky Trust Fund Planning Grant- Allison
- 2) Thriving Communities Program - Dianne

The Member Investor Program Update will be postponed until the January EDA/EDC Board meeting.

Consent Items for Board Action

Approval of November 10, 2022 Board Meeting Minutes

Motion: Mike Seppala to approve the November 10, 2022 Board Meeting Minutes, as presented to the Board.

Second: Zach Dunn

Discussion: None

Motion: Carried

Approval of November 16, 2022 Electronic Board Meeting

Motion: Zachary Dunn to approve the November 16, 2022 Electronic Board Meeting as presented to the Board.

Second: Judi Powers

Discussion: None

Motion: Carried

Approval of Financials – September/October 2022 EDA and EDC

Steve shared the September/October financials with the Board. A new packet was provided with an updated P&L and Balance Sheet for the EDA/EDC. Steve provided the Board with a summary of the financials which are in a good position. Steve recommended that action be postponed on the September/October 2022 EDA and EDC financials until the January Board meeting to allow the Board to consider and review the information.

Investment Policy Review

Steve reviewed the draft Investment Policy with the Board. Steve will work to prepare an investment strategy for the Board's consideration after the first of the year. Steve answered the Board's question.

Action Items

SSBCI Loan Consideration-Brandon

Brandon shared an SSBCI Loan Consideration with the Board and answered the Board's questions regarding the SSBCI 2.0 Loan Program. Brandon also addressed the Board's questions regarding the loan request amount, \$300,000 vs. the available balance of funds, \$450,000. The Board raised concern in utilizing the majority of available funds and discussed that this loan would be reviewed by the Loan Committee for further consideration.

Motion: Andy Gott to approve the SSBCI Loan Consideration in the amount of \$300,000 pending the Loan Committee review process as presented to the Board

Second: Jen Kobza

Discussion: None

Motion: Carried

Abstained: Ken Lutton

SBA 504 Loan Requests

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 request meets 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 Doepeke, 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.

Motion: Nick Pancheau to approve the SBA 504 Loan Request-Cucina FloraBella, LLC/ Bibi Didi, LLC as presented to the Board.

Second: Ann Kosempa

Discussion: None

Motion: Carried

Abstained: Mike Seppala

Election of Officers for 2023-Nominating Committee Report-Steve

The Nominating Committee met on November 4, 2022 to begin the election process for 2023. Steve reviewed the Officer Recommendation for 2023 for the Executive Committee as follows and asked the Board to approve the same:

EDA

Judi Powers - Chair

Riley Bennett - Vice Chair

Debbie Desjarlais - Secretary/Treasurer

Ken Lutton - Immediate Past Chair

George Warmer - Member at Large

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

Motion: Dave Ballard to approve the Election of Officers for 2023-Nominating Committee Report as presented to the Board.
Second: Mike Seppala
Discussion: None
Motion: Carried

Executive Director Report-Steve

Staffing and SFO Search Process Update

Steve shared that an offer was extended and accepted by Tami Fleetwood for the Senior Financial Officer position. Tami's first day will be January 6, 2023. Steve shared a biography about Tami's work and personal background and our excitement to welcome her to the BSED team.

Chancellor Hicswa commended Steve and the team on filling in the gaps while completing the SFO search process.

Downtown Housing Working Group Update

Steve encouraged the Board to review the Executive Director report for an update on the Downtown Housing Working Group. Steve shared two upcoming meetings with housing developers focusing on mixed use and housing development. Currently, we are working on adding additional information to the Downtown Housing Study. Steve highlighted the importance of developing housing in the core/downtown of Billings.

Program Reports

Veterans Business Outreach Center Update-Dustin

Dustin shared an update on the Veterans Business Outreach Center. Dustin shared a presentation with the Board that highlighted recent VBOC events including a recent, positive audit and visit from the SBA Office of Veterans Business Development and National Veterans Small Business Week. Dustin shared a few stories of clients that have achieved their business goals through the BSED VBOC program. Dustin answered the Board Members' questions.

Big Sky Trust Fund Planning Grant Request -Allison

Yellowstone County News is exploring the opportunity to develop a printing facility for both their publication and those in the region. To do so, they will be applying for a Big Sky Trust Fund Planning Grant for up to \$25,000 (paid on a 1:1 match) to complete facility needs, manufacturing layout, and logistics planning. Should the project prove feasible they would add up to 10 new jobs in our community, 6 would be manufacturing jobs.

Motion: Jen Smith to approve the Big Sky Trust Fund Planning Grant Request as Presented to the Board.
Second: Paul Neutgens
Discussion: None
Motion: Carried

Legislative Priorities Update- Allison

Allison updated the Board regarding legislators in our region. Allison shared that we have good leadership in place to help us accomplish our priorities. Allison reviewed BSED's Strategic Priorities and how these align with our Legislative Priorities: Workforce, Pro-Business Climate, Accelerate Entrepreneurship, Business Attraction, housing, Education, and Health. Allison updated the Board regarding strategies and next steps for each of the legislative priorities.

US Department of Transportation (DOT) Thriving Communities Priorities

Native American Development Corporation, working with local community group, Seventh Generation InterTribal Center, is requesting Big Sky Economic Development partner as the lead applicant on a Letter of Interest (LOI) to be considered for community technical assistance providing capacity building, planning, and technical assistance support.

Dianne asked the Board approval to submit the letter of interest, and if awarded, accept the technical assistance offered to plan and develop a pipeline of comprehensive transportation, housing, and community revitalization activities.

Motion: Stefani Hicswa

Second: Mike Phillips

Discussion: None

Motion: Carried

Steve shared that we are also in our audit process with Anderson Zurhmuehlen, EDC and EDA and Federal single audit of PTAC program. Steve met with auditors Friday, and at that time there were absolutely no findings for the 2022 fiscal year. We will present the audit to the Executive Committee and EDA/EDC Board in January.

Steve closed the Board meeting by thanking the Board for their service, support, and encouragement in 2022 and for making strong investments in our community.

Public Comment

None

Adjourn

Motion: Dave Ballard to adjourn the meeting.

Second: George Warmer

Discussion: None

Motion Passed

Ken Lutton adjourned the meeting at 9:30 am

Next Meeting – Thursday, January 12, 2023

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

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
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Total Accounts Payable 4,310.34

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	<u>0.00</u>	<u>1,073.94</u>	<u>1,073.94</u>
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	<u>395.00</u>	<u>395.00</u>	<u>790.00</u>
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	<u>4,170.71</u>	<u>2,163.71</u>	<u>6,334.42</u>
Total Expense	<u>84,940.58</u>	<u>78,014.60</u>	<u>162,955.18</u>
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><u>-105,164.88</u></u>	<u><u>286,361.51</u></u>	<u><u>181,196.63</u></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	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

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ATTACHMENT C

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

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ATTACHMENT D

SBA 504 Loan Requests

- I. Big Sky EDC is requesting approval to submit to the US Small Business Administration the following SBA 504 loan request. The Big Sky EDC Loan Committee has reviewed the request and recommends approval to the full EDC Board for submission to the SBA for final approval. The request meets all the underwriting and eligibility requirements of the EDC.
1. **REAY INC. / REAY Commercial LLC (406 Window Company)** – Purpose of this request is for the acquisition of commercial real estate and new, ground up construction for 406 Window Company. 406 Window Company is an existing business located in Billings currently leasing showroom and separate storage space. The project is located at 1250 South 31st Street West, Billings, MT. This new building will allow them to consolidate all operations under one roof and provide them with a state-of-the-art showroom. 406 Window Company has been owned and operated by Brian and Robyn Reay since 1995. This is a retail business offering windows and doors primarily for new residential construction and remodel projects.

The total SBA debenture is estimated to be \$922,000 on a 25-year note comprising 40% of the total project costs. Big Sky EDC and the SBA will be in a 2nd lien position on the real property behind Stockman Bank of Montana. The project is expected to create three new jobs and meets a community development goal for improving/strengthening the local economy.



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ATTACHMENT E

**BIG SKY ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS ANNUAL CERTIFICATION
OF 13 C.F.R. § 120.823
FOR CALENDAR YEAR 2023**

We, as all the Directors of Big Sky Economic Development Corporation ("CDC"), hereby certify that we have read and understand 13 C.F.R. § 120.823 CDC Board of Directors, which is set forth below:

§120.823 CDC Board of Directors.

(a) The CDC, whether for-profit or non-profit, must have a Board of Directors with at least seven (7) voting directors who live or work in the CDC's State of incorporation or in an area that is contiguous to that State that meets the definition of a Local Economic Area for the CDC. The Board must be actively involved in encouraging economic development in the Area of Operations. The initial Board may be created by any method permitted by applicable State law. At a minimum, the Board must have directors with background and expertise in internal controls, financial risk management, commercial lending, legal issues relating to commercial lending, corporate governance, and economic, community or workforce development. Directors may be either currently employed or retired.

(b) At least two voting members of the Board of Directors, other than the CDC manager, must possess commercial lending experience satisfactory to SBA. When the Board votes on SBA loan approval or servicing actions, at least two voting Board members, with such commercial lending experience, other than the CDC manager, must be present and vote.

(c) The Board of Directors must meet at least quarterly and shall be responsible for the actions of the CDC and any committees established by the Board of Directors. In addition, the Board of Directors is subject to the following requirements:

- (1) Except for the CDC manager, no person on the CDC's staff may be a voting director of the Board;
- (2) A quorum must be present to transact business. The quorum shall be set by the CDC but shall be no less than 50% of the voting members of the Board of Directors;
- (3) Attendance at meetings may be through any format permitted by State law;
- (4) No CDC Board member may serve on the Board of another CDC.

(d) The Board shall have and exercise all corporate powers and authority and be responsible for all corporate actions and business. There must be no actual or appearance of a conflict of interest with respect to any actions of the Board. The Board is responsible for ensuring that the structure and operation of the CDC, as set forth in the Bylaws, comply with SBA's Loan Program Requirements. The responsibilities of the Board include, but are not limited, to the following:

- (1) Approving the mission and the policies for the CDC;
- (2) Hiring, firing, supervising and annually evaluating the CDC manager;
- (3) Setting the salary for the CDC manager and reviewing all salaries;
- (4) Establishing committees, at its discretion, including the following:

(i) *Executive Committee*. To the extent authorized in the Bylaws, the Board of Directors may establish an Executive Committee. The Executive Committee may exercise the authority of the Board; however, the delegation of its authority does not relieve the Board of its responsibility imposed by law or Loan Program Requirements. No further delegation or redelegation of this authority is permitted. If the Board establishes an Executive Committee and delegates any of its authority to the Executive Committee as set forth in the Bylaws of the CDC, the Executive Committee must:

- (A) Be chosen by and from the Board of Directors from the Board; and

(B) Meet the same organizational and representational requirements as the Board of Directors, except that the Executive Committee must have a minimum of four voting members who must be present to conduct business.

(ii) *Loan Committee.* The Board of Directors may establish a Loan Committee. The Loan Committee may exercise the authority of the Board only as set forth below; however, the delegation of its authority does not relieve the Board of its responsibility imposed by law or Loan Program Requirements. If the Board of Directors chooses to establish a Loan Committee, no CDC staff or manager may serve on the Loan Committee. The Loan Committee must:

(A) Be chosen by the Board of Directors, and consist of individuals with a background in either financial risk management, commercial lending, or legal issues relating to commercial lending who are not associated with another CDC;

(B) Have a Quorum of at least four Loan Committee members authorized to vote;

(C) Have at least two (2) Loan Committee members with commercial lending experience satisfactory to SBA;

(D) Have no actual or appearance of a conflict of interest, including for example, a Loan Committee member participating in deliberations on a loan for which the Third Party Lender is the member's employer or the member is otherwise associated with the Third Party Lender; and

(E) Consist only of Loan Committee members who live or work in the CDC's State of incorporation or in an area that meets the definition of a Local Economic Area for the CDC, except that, for Projects that are financed under a CDC's Multi-State authority, the CDC must satisfy the requirements of either §120.835(c)(1) or (2) when voting on that Project.

(5) Ensuring that the CDC's expenses are reasonable and customary;

(6) Hiring directly an independent auditor to provide the financial statements in accordance with Loan Program Requirements;

(7) Monitoring the CDC's portfolio performance on a regular basis;

(8) Reviewing a semiannual report on portfolio performance from the CDC manager, which would include, but not be limited to, asset quality and industry concentration;

(9) Ensuring that the CDC establishes and maintains adequate reserves for operations;

(10) Ensuring that the CDC invests in economic development in each of the States in its Area of Operations in which it has a portfolio, and approving each investment. If the investment is included in the CDC's budget, the Board's approval of the budget may be deemed approval of the investment. If the investment is not included in the budget, the Board must separately approve the investment;

(11) Establishing a policy in the Bylaws of the CDC prohibiting an actual conflict of interest or the appearance of same, and enforcing such policy (see §120.140 and §120.851);

(12) Retaining accountability for all of the actions of the CDC;

(13) Establishing written internal control policies, in accordance with §120.826;

(14) Establishing commercially reasonable loan approval policies, procedures, and standards. The Bylaws must include any delegations of authority to the Loan Committee and Executive Committee, if either Committee has been established. In addition, the CDC must establish and set forth in detail in a policy manual its credit approval process. All 504 loan applications must have credit approval prior to submission to the Agency. The Loan Committee, if established, may be delegated the authority to provide credit approval for loans up to \$2,000,000 but, for loans of \$1,000,000 to \$2,000,000, the Loan Committee's action must be ratified by the Board or Executive Committee prior to Debenture closing. Only the Board or Executive Committee, if authorized by the Board, may provide credit approval for loans greater than \$2,000,000.

(15) All members of the Board of Directors must annually certify in writing that they have read and understand this section, and copies of the certification must be included in the Annual Report to SBA.

(e) The Board of Directors shall maintain Directors' and Officers' Liability and Errors and Omissions insurance in amounts established by SBA that are based on the size of the CDC's portfolio and other relevant factors.

[79 FR 15649, Mar. 21, 2014, as amended at 82 FR 39504, Aug. 21, 2017; 84 FR 66294, Dec. 4, 2019]

Name of Director:

Date



BIG SKY
ECONOMIC DEVELOPMENT

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ATTACHMENT F

**MONTANA DEPARTMENT OF COMMERCE SMALL BUSINESS
DEVELOPMENT CENTER CONTRACT AMENDMENT # 21-51-070-23**

This Contract amendment is entered into by and between **Big Sky Economic Development Authority**, Billings, Montana (Contractor), and the **Montana Department of Commerce**, Helena, Montana, (the Department).

The Contractor and the Department hereby agree to the following terms:

I. Section 2. AUTHORITY is hereby amended as follows:

This contract is issued under authority of Title 90, Chapter 1, Part 1, Montana Code Annotated and under authority of Title 18, Montana Code Annotated, and the Administrative Rules of Montana, Title 2, chapter 5.

The Host Agency will engage in activities as set forth in the List of Deliverables, attached hereto and specifically incorporated by this reference (Exhibit 1). The Host Agency shall also meet all responsibilities and obligations listed in the Host Agency and SBDC Business Advisor Duties, attached hereto and specifically incorporated by this reference (Exhibit 2).

Consistently and correctly enter client information, sessions, and impact into Neoserra as required but not limited to the following goals.

- 208 clients served,
- 400 jobs supported,
- 1,200 client hours,
- 11 new business starts,
- \$4,600,000 in capital funding obtained,
- 50 long term clients,
- 2 success stories.

2. Section 5. EFFECTIVE DATE AND TIME OF PERFORMANCE is hereby amended as follows:

This Contract shall take effect January 1, 2023, and will terminate on December 31, 2023, unless terminated earlier in accordance with the terms of this Contract.

3. Section 6. BUDGET is hereby amended as follows:

For 2023, The Department has allocated \$84,000.00 in federal funding for SBDC Host reimbursement. The Department will provide up to \$51,000.00 in state funding reimbursement for match. Funding allocation is based on direct costs for 2 Full Time Equivalent (FTE)

employees. The SBDC Host will provide the remaining 1:1 match in which at least 50% must be cash match.

4. Section 8. AMOUNT OF CONTRACT AND METHOD OF PAYMENT is hereby amended as follows:

The Department will authorize the Host Agency to draw up to the allocated amount of \$135,000.00 against the funding reserved for it by the Department. In drawing against the reserved amount, the Contractor will follow the instructions supplied by the Department.

5. Section 19. FORCE MAJEURE is hereby amended as follows:

Neither party will be liable for any failure or delay in performing its duties in this agreement due to Force Majeure Events. "Force Majeure Event" means an event or circumstance beyond a party's reasonable control, such as natural catastrophes and acts of terrorism or war, and the consequences of that event or circumstance. Force Majeure Event does not include a strike or other labor unrest that affects only that party, an increase in prices or other change in general economic conditions, a change in law, or an event or circumstance that results in that Party's not having sufficient funds to comply with an obligation to pay. If a Force Majeure Event continues for 30 days, the other party may terminate this agreement or suspend payments while the event continues.

6. All other provisions of the contract and preceding amendments remain in full force and effect.

IN WITNESS OF THE TERMS SET OUT ABOVE, the parties hereto have caused this Contract to be executed.

BIG SKY ECONOMIC DEVELOPMENT AUTHORITY:

Steve Arveschoug, Executive Director

Date

MONTANA DEPARTMENT OF COMMERCE:

Montana Department of Commerce

Big Sky EDA
Contract # 21-51-070-23

Mandy Rambo, Acting Deputy Director

Date



BIG SKY
ECONOMIC DEVELOPMENT

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ATTACHMENT G

Memorandum of Understanding

between

American Jobs for America's Youth Montana (AJAY MT)

and

Big Sky Economic Development Association (Big Sky EDA)

This memorandum of understanding (MOU) outlines the terms and understanding between AJAY MT and Big Sky EDA in order to implement the Summer Jobs Program in Yellowstone County in 2023.

Purpose and Scope

The Summer Jobs Program (SJP) is a project created by AJAY MT and implemented in five regions in partnership with over 16 organizations. AJAY MT has successfully implemented SJP in Helena for four years and expanded in 2022 to help facilitate the program in other Montana communities.

Big Sky EDA is an established nonprofit, focusing on improving employment prospects of local youth and supporting a thriving business community in Yellowstone County. The local relationships fostered by Big Sky EDA and other community representatives on the local SJP committee will be essential for running an effective program in the region, while AJAY MT brings program experience to the partnership.

Through this partnership, Yellowstone County youth and employers can participate in and benefit from SJP. The program will help area high school youth build work skills, gain job experience, and learn about career options. At the same time, SJP will connect youth with employers, engage local adults as mentors, and grow the local workforce.

Big Sky EDA, with the support of AJAY MT, will strive to serve at least 20 area youth through SJP, matching them with local mentors and employers.

The program effectiveness will be evaluated via mid-summer and end-of-summer evaluations completed by participating students, mentors, and employers.

Obligation of Partners

A draft timeline for administration and implementation of the program is on page 3.

Big Sky EDA will:

- Convene the SJP planning committee
- Organize and facilitate weekly or biweekly SJP committee meetings January through May
- Provide AJAY MT with partner logos and community-specific information for website
- Aim to recruit a minimum of 20 students, job placements, and mentors
- Coordinate and administer student interviews
- Help AJAY MT coordinate work skills training for students
- Provide funding for student stipends upon students completing work skills training
- Match Yellowstone County students, employers, and mentors with help from AJAY MT
- Support AJAY MT in facilitating the mentor orientation
- Host 2 casual events for students, mentors, employers, and community supporters: a summer kick-off and an end-of-program celebration

- Address issues that arise among students, mentors, or employers during program
- Support the distribution of mid-summer and end-of-summer evaluations
- Print and distribute end-of-summer certificates for Yellowstone County employers, mentors, and students
- Indemnify and hold harmless AJAY MT and its officers and employees from and against all claims and suits by third parties for damages, injuries, losses, and expenses arising out of, or resulting from, Big Sky EDA's performance under this MOU.

AJAY MT will:

- Provide guidance and all necessary program materials for SJP implementation
- Attend the Yellowstone County SJP committee meetings remotely
- Create and collect student, employer, and mentor applications
- Share all application and evaluation responses with the SJP committee
- Support student, employer, and mentor matching processes
- Conduct and pay for mentor background checks
- Provide student work skills training in conjunction with Helena College or support for local delivery of the training
- Provide employer orientation and/or direction and support for local delivery of orientation
- Provide remote mentor orientation and/or direction and support for local delivery of mentor training
- Create and collect student, employer, and mentor evaluations
- Provide end-of-summer certificates
- Maintain SJP website with most up-to-date information from Yellowstone County
- Facilitate program debrief with Yellowstone County SJP committee
- Maintain SJP website with most up-to-date information from Yellowstone County

AJAY MT and Big Sky EDA are mutually responsible for:

- Communicating with one another at least biweekly to evaluate the process and progress toward outcomes
- Building and maintaining positive community relations
- Providing and/or collecting feedback to increase quality of SJP

Terms

This MOU will be in effect January 1, 2023 through September 30, 2023, which will encompass planning and implementation of the 2023 Summer Jobs Program in Yellowstone County. In September 2023, both parties will mutually reestablish partnership terms. Either party may terminate this MOU upon 30 days written notice without penalties or liabilities.

Big Sky EDA Representative

AJAY MT Representative

Printed name

Date

Printed name

Date

Draft Summer Jobs Program 2023 Timeline

Date	Event
12/15/2022	Confirm committee members
1/4/2023-1/11/2023	First meeting of SJP committee
1/11/2023 – 1/31/2023	Identify employers to recruit
1/11/2023 - 3/10/2023	Committee members contact & recruit employers
1/16/2023 - 3/17/2023	Employers complete SJP application
2/13/2023 - 3/31/2023	Committee recruits students & students complete application
3/20/2023 - 4/7/2023	Round 2 employers complete application (if necessary)
3/13/2023 - 4/7/2023	Committee interviews students
3/27/2023 - 4/7/2023	Employer orientation session
4/10/2023 - 4/21/2023	Committee matches students with host employers
4/17/2023 - 5/5/2023	Students complete interviews with host employers
3/13/2023 - 5/12/2023	Adult volunteer mentors complete application
4/17/2023 - 5/12/2023	Students complete work skills training
4/24/2023 - 5/12/2023	Confirm student placements
5/22/2023 - 5/26/2023	Mentor training
5/30/2023 -6/5/2023	Summer kick-off event to introduce students & mentors
6/5/2023 - 6/12/2023	Most work positions begin
6/14/2023 - 6/23/2023	Collect initial student work skills evaluations from employers
7/3/2023 – 7/7/2023	Mid-summer evaluations
8/11/2023 - 8/18/2023	Most work positions end
8/14/2023 - 8/25/2023	Final evaluations
8/7/2023 - 8/25/2023	SJP Celebration to thank community & distribute completion certificates