



**Big Sky EDA/EDC
Executive Committee Agenda
September 3, 2025
7:30 AM to 9:00 AM
Zoot Training & Event Space (BSED Building)**

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.

Committee Members **EDC**—Nick Pancheau, Jennifer Kobza, Jennifer Weaver Kondracki, Andy Gott, Stefani Hicswa
EDA—Debbie Desjarlais, Lucy Aspinwall, Bryan Wood, Riley Bennett, Kate Vogel

7:30 A.M.— Call to Order – Debbie Desjarlais, EDA Chair

Public Comment/Board Member and Staff Announcements & Introductions

- Public Comment/Introductions

Agenda Changes

REGULAR AGENDA

A. Approval of EDA/EDC Minutes

- July 2, 2025- Executive Committee Meeting (Attachment A) (Action)
- August 13, 2025- Special Executive Committee Meeting (Attachment B) (Action)

B. Executive Director Report—Paul

- Nominating Committee EDC Recommendation (Attachment C) (Action)
- AEDO Reaccreditation Recap (Info)
- Defense Innovation Unit (Info)
- BNSF (Info)
- VACOM (Info)
- Intermountain Health (Info)

Consideration of Executive Session (as needed)

Adjourn

Next Executive Committee Meeting – October 1, 2025 (7:30 A.M. to 9:00 A.M.) Location-Zoot Training & Event Space, BSED Building, 2nd Floor. *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 email Reann Keller, reann@bigskyeda.org, or call Big Sky Economic Development at 406-256-6871.*

ATTACHMENT A

Big Sky EDA/EDC Joint Executive Committee Meeting Minutes
July 2, 2025 – 7:30AM to 9:00AM
Venture Conference Room (Lower Level- Rock31/BSED)

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.

Committee Members Present: **EDA** – Lucy Aspinwall, Bryan Wood, Riley Bennett, Kate Vogel
 EDC – Nick Pancheau, Jennifer Kobza, Jennifer Weaver Kondracki, Andy Gott

Committee Members Absent: **EDA** – Debbie Desjarlais
 EDC – Stefani Hicswa

Staff and Others Present: Ashley Kavanagh, Deanna Langman, Reann Keller, Paul Green, Tami Fleetwood,
 Dianne Lehm

Call to Order:
Nick Pancheau, EDC Chair, called the meeting to order at 7:01 A.M.

Public Comment/Introductions
None

Agenda Changes for Today's Meeting:
None

REGULAR AGENDA

Approval of June 2025 Executive Committee Meeting Minutes

Motion: **Jen Kobza** to approve both the June 4, 2025, Executive Committee meeting minutes and the June 12, 2025 Special Executive Committee meeting minutes as presented to the Executive Committee.

Second: **Kate Vogel**

Discussion: Nick stated that he reviewed and thinks the way the reporting out was recorded looks accurate.

Motion: Carried

Approval of EDA/EDC Financials & Other Financial Matters

FY '25 May Financial Statements

Tami provided an overview of May 2025 financial statements for both EDA and EDC. Balance sheets were unavailable at the time of the meeting, but Tami let the Committee know that she would email those out separately. May marked the wrap up of two employees' time with the organization including an overlap in Executive Director salaries. Ahead in Contingency and Strategic Priorities budgets that have not been spent yet. Net Operating Income for EDA is slightly behind budget YTD but that is largely due to the extra

salary/Executive Director overlap. EDA is in a good cash position. Brownfields RLF funds were budgeted but have yet to be spent. There was a discussion about why there is a variance in Net Operating Income when expenses were lower than was budgeted for. One factor is the NADC program was cut in April and grant funding was budgeted throughout the whole year. EDA is in good cash position; BSED pulls from County funds throughout the year to cover operations, due to delay in County reporting we did not draw down in May, but we have in June. Our accounts receivable look good, we have collected two months' payment for VBOC, so they are current, and APEX is current as well although they have not billed for May yet. We thought that we would need to write off \$12,000 as we were missing a payment from one of our APEX subrecipients, but we were able to collect those funds after Paul had a meeting with them a few weeks ago. Due to due from is only a month behind which is typical. EDC's net operating revenue is ahead of budget by about \$80,000 due to less expenses, float income being higher than projected, and higher Member Investment revenue. If we do not receive payment from any of our Member Investors, this is written off at the end of the year as bad debt. Thus far we do not have anything to write off this year for Big Sky Finance. Brandon is in the process of selling the tow truck and will provide updates at the next meeting. EDC's cash position is stronger than this time last year when we struggled to keep up with payments to EDA.

Motion: **Lucy Aspinwall** to approve the FY '25 May Financial Statements as presented to the Executive Committee and forward to the Board for approval.

Second: **Jen Kobza**

Discussion: None

Motion: Carried

Executive Director Report

- IEDC Rural Retreat Update- Paul attended the retreat in Great Falls along with 4 other BSED staff members. A great opportunity to network and learn about other EDOs and how they operate. Great Falls is a good model to learn from, but Paul also looks forward to the upcoming Omaha visit to learn more about how they conduct business as well.
- Behind the Build Member Investor event- Tyler has been working with Jen Kobza to plan an event to be hosted at TKI on August 20th. Added benefit for our Member Investors.
- Workload adjustments are being made in response to the staff layoffs, and we are continuing to look at ways to generate income. One potential option will be to move staff offices and rent out the SBDC space. Request from the Executive Committee for Tyler to provide an update on the Member Investor program at the next Board meeting.
- New Director of Commerce- She looks forward to attending our annual meeting as well as other local events in the coming months.
- SEMDC/BSED Joint Board Meeting- Scheduled for July 10th in Hysham. Paul is unable to attend but Nick will go in his place.
- July Board Meeting- discussion regarding whether a Board meeting was needed on July 10th if there were minimal topics to cover. Suggestion was made to cancel the Board meeting in July and add it to August instead. Request made for Paul to email the Board to update them at the Commissioners' hearing and explain the reason the meeting is being moved to August.
- County has providing information regarding moving from a Mill to a Contract instead. Paul is still reviewing and gathering more information before he can provide more information to the Board.
- Executive Committee Meeting August- discussed August's meeting which is historically an offsite round table discussion between the Executive Committee and the Executive Director.

Program Action Items/Reports

Recruitment and Community Development

Ashley provided an update regarding the Air Service Conference in June that she was unable to attend. She received a report from Jeff Roach that Southern Airways is potentially interested in doing a flight within Montana, but they would want some incentive. She is currently doing research and brainstorming ideas for how to provide incentive to Southern Airways. Ashley plans on continuing this conversation with Southern Airways at the MT Rendezvous scheduled for September in Kalispell.

Consideration of Executive Session: NA

Adjourn:

Motion: **Jen Kobza** to adjourn the meeting.

Nick Pancheau adjourned the meeting at 8:32 AM.

Next Meeting – August 6, 2025

Respectfully submitted,

Bryan Wood, EDA Secretary/Treasurer

Jennifer Weaver Kondracki, EDC Secretary/Treasurer

ATTACHMENT B

Executive Director Report:

- Paul shared that he had made the decision not to file for the Senate race at this time. Executive Committee requested that Paul add this topic to the beginning of the Executive Director Report at the August Board meeting.

Adjourn:

Motion: **Jen Kobza** to adjourn the meeting.

Second: **Kate Vogel**

Discussion: None

Motion: Carried

Debbie Desjarlais adjourned the meeting at 8:58 A.M.

Next Meeting – September 3, 2025

Respectfully submitted,

Bryan Wood, EDA Secretary/Treasurer

Jennifer Weaver Kondracki, EDC Secretary/Treasurer

ATTACHMENT C

August 29, 2025

BSED Nominating Committee

EDC Recommendations

The Nominating Committee offers the following recommendation concerning the two EDC Board positions that will be open January 2026. The terms of Dr. Bob Wilmouth and Mike Marsh end December 2025.

Having reviewed the Board representation by business category, and considered Board leadership succession, the Committee offers this recommendation for Executive Committee and Board consideration:

- 1. Debbie Desjarlais-** Current EDA Board Chair, Co-owner of Keya LLC (Member Investor) – to serve a 5-year term beginning January 2026. This would allow Debbie the opportunity to remain on the Executive Committee as Immediate Past Chair and help maintain continuity.
- 2. Shannon Christensen-** Principle at Cushing Terrell (Member Investor), FAIA, NCARB, LEED AP BD+C – to serve a 5-year term beginning January 2026.