



**Big Sky EDA/EDC
Executive Committee Agenda**

November 5, 2025

7:30 AM to 9:00 AM

Zoot Training & Event Space (BSED Building/2nd Level)

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

- October 1, 2025 - Executive Committee Meeting (Attachment A) (Action)
- October 7, 2025 - Special Executive Committee Meeting (Attachment B) (Action)
- October 14, 2025 - Special Executive Committee Meeting (Attachment C) (Action)

B. Approval of EDA/EDC Financials and other matters—Tami

- Approval of Board Resolution (Attachment D) (Action)

C. Executive Director Report—Brandon

- Approval of Nominating Committee Recommendation (Handout) (Action)
- Beartooth RC&D MOU (Info)
- APEX Update (Info)
- Staffing Update (Handout) (Info)

D. Program Updates

- Business Development & Communications—Marcell (Info)
- Community Development & Recruitment—Ashley (Info)
- Search Committee Update—Debbie (Info)

Consideration of Executive Session (as needed)

Adjourn

Next Executive Committee Meeting – December 3, 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
October 1, 2025 – 7:30AM to 9:00AM
Zoot Training and Event Space (BSED Building/2nd Level)

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 – Debbie Desjarlais, Lucy Aspinwall, Bryan Wood, Riley Bennett, Kate Vogel
EDC – Nick Pancheau, Jennifer Kobza, Jennifer Weaver Kondracki, Andy Gott

Committee Members Absent: EDA –
EDC –Stefani Hicswa

Staff and Others Present: Ashley Kavanagh, Reann Keller, Paul Green, Tami Fleetwood, Marcell Bruski,
Tyler Wink, Brandon Berger, Thom Maclean, Tereza Brownell, Nik Pedersen,
Lorene Hintz, Keith Hart, Katelyn Harmon, Heather Kirpach, Kevin Heaney, Rick
Brown, Dianne Lehm

Call to Order:
Nick Pancheau, EDC Chair, called the meeting to order at 7:32 A.M.

Public Comment/Introductions
- Introduced Kevin Heaney, attorney with Crowley Fleck

Agenda Changes for Today's Meeting:
None

REGULAR AGENDA

Approval of September 3, 2025, Executive Committee Meeting Minutes

Motion: **Andy Gott** to approve the September 3, 2025, Executive Committee meeting minutes as presented to the Executive Committee.

Second: **Jen Kobza**

Discussion: None

Motion: Carried

Approval of FY'26 July and August EDA/EDC Financials

Tami reviewed the EDA and EDC financial statements for FY'26 July and August. Budget to actual is the full year's budget divided by 12 months. EDA budget for FY'26 is at a \$68,000 deficit and does not include any revenue generating items. Focus on reducing expenses such as travel as able. Tami shared that she has no concerns with the expenses and nothing major to call out currently. EDA is in a good cash position. Tami noted that APEX appeared to be behind on receivables at the time of this report, but she has since collected for APEX, and they are up to date until we bill for August. VBOC receivables are one month out, which is typical. Tami noted that at the end of each year there is an MPERA adjustment that impacts deferred inflow and outflow of resources and pension liability. The adjustments are calculated and provided by the state. EDC net operating revenue position was projected to be ahead \$18,000 but we are currently at \$52,000. This is due to loan originations that carried over from last fiscal year. No notable concerns with expenses. Marketing expenses are less than budgeted currently. EDC is in a good cash position and has not had any cash flow concerns for the last year and a half. The Member Investor program will have a few upcoming write-offs that will negatively impact September financials due to a few members that are dropping from the program. This will reflect as bad debt expense. EDC receivables and portfolios are strong. Accounts Receivable for Member Investors are higher at this point of the year than in prior years. Due to due from is less than usual with changes in staffing.

Motion: **Riley Bennett** to approve both the FY'26 July and August EDA/EDC Financials as presented to the Executive Committee and forward to the Board for approval.

Second: **Lucy Aspinwall**

Discussion: None

Motion: Carried

Executive Director Report

- Montana Energy Business Alliance- BSED has recently joined this Board so there is representation on this side of the state. MEBA is hosting an event with BSED on Thursday October 23rd and attendance is encouraged.
- Working with the state to develop new CDFI RLF program.
- Defense Innovation Unit- update expected today regarding 3 select states, Montana being one of them, having access to \$2 billion in funds to assist in the development of a DoD manufacturing supply chain locations. MSU Bozeman would do the research and development portion of this project.
- Big Beautiful Bill- BSED is working with RVU to write a bill to create a trust fund that could help sustain local Montana medical students.
- APEX program update- Tereza Brownell has been selected as Interim Statewide APEX Program Director in light of Deanna Langman's recent resignation. Tereza provided an overview of the APEX program structure, highlighting our APEX Advisors across the state and the subrecipients that support the program with a local match. Currently collecting invoices for August so reimbursement can be requested through DoD. Cooperative agreement with DoD is required to be renewed annually and notice of funding opportunity needs to be filed and FY '26/'27 budget needs to be created by November 12th deadline. Tereza has connected with other statewide directors to help support her during this transition. The APEX Program is a large reason that BSED was awarded the DIU project so it is imperative that we keep the program going.

Program Updates

Brownfield Committee Recommendation- Thom shared an overview of the Brownfield program, highlighting that it is comprised of two separate grants: an assessment grant and a revolving loan fund cooperative agreement. Funds dwindled in current assessment grant, so we applied and were awarded a new assessment grant effective October 1st. Committee recommends that BSED contract with Granite Peak.

Motion: **Andy Gott** to approve the Brownfield Committee recommendation as presented to the Executive Committee and forward to the Board for approval.

Second: **Jen Kobza**

Discussion: None

Motion: Carried

Consideration of Executive Session:

Motion: **Jen Kobza** to enter Executive Session due to individual privacy concerns.

Second: **Debbie Desjarlais**

Discussion: None

Motion: Carried

The meeting entered Executive Session at 8:10 A.M. on October 1, 2025.

The meeting returned to Open Session at 10:00 A.M. on October 1, 2025.

Summary of Executive Session was provided by Nick Pancheau: Discussed succession planning as it relates to Executive Director resignation.

Adjourn:

Motion: **Debbie Desjarlais** to adjourn the meeting.

Nick Pancheau adjourned the meeting at 10:03 A.M.

Next Meeting – November 5, 2025

Respectfully submitted,

Bryan Wood, EDA Secretary/Treasurer

Jennifer Weaver Kondracki, EDC Secretary/Treasurer

ATTACHMENT B

The meeting entered Executive Session at 2:06 P.M. on October 7, 2025.

The meeting returned to Open Session at 3:24 P.M. on October 7, 2025.

Summary of Executive Session was provided by Debbie Desjarlais: Continued discussion regarding succession planning that will be added to the agenda for Thursday October 9th Board meeting.

Public Comment

- Debbie shared an overview of what to expect at the Board meeting on Thursday October 9th. The Board Chairs plan on addressing the Board directly following the Pledge of Allegiance, providing a prepared statement regarding Paul Greens resignation. Consent items will follow and then there will be a consideration of Executive Session with the full Board.
- Executive Committee members shared that the current focus is on appointing an Interim Executive Director and then they will be focusing on staffing and division of responsibilities. Another focus on finding an onsite HR solution or other alternative.

Adjourn:

Motion: **Riley Bennett** to adjourn the meeting.

Debbie Desjarlais adjourned the meeting at 3:32 P.M.

Next Meeting – November 5, 2025

Respectfully submitted,

Bryan Wood, EDA Secretary/Treasurer
Secretary/Treasurer

Jennifer Weaver Kondracki, EDC

ATTACHMENT C

October 14, 2025 – 1:00 P.M. to 2:00 P.M.

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 –Debbie Desjarlais, Bryan Wood, Kate Vogel

EDC –Nick Pancheau, Jennifer Kobza, Jennifer Weaver Kondracki, Andy Gott

Committee Members Absent: EDA – Lucy Aspinwall, Riley Bennett

EDC – Stefani Hicswa

Staff and Others Present: Reann Keller, Tami Fleetwood, Brandon Berger, Ashley Kavanagh

Call to Order:

Debbie Desjarlais, EDA Chair, called the meeting to order at 1:01 P.M.

Public Comment/Board Member and Staff Announcements & Introductions

- MEBA event next Thursday October 23rd 5:00-8:00 P.M. at the Paper Mill
- Jennifer Weaver Kondracki with Weave Industries will be hosting the next Behind the Build event on November 5th 4:00-6:00 P.M.

Agenda Changes for Today's Meeting:

None

REGULAR AGENDA

Approval of Interim Executive Director

Nick announced that Brandon Berger was recommended as Interim Executive Director, and he has agreed to accept this role. Motion to formally approve.

Motion: **Jen Kobza** to approve Brandon Berger as Interim Executive Director.

Second: **Bryan Wood**

Discussion: None

Motion: Carried

Press release will go out tomorrow to announce this decision to the public. It has been announced to the staff, and the Commissioners will be notified this afternoon, followed by the Board, Stakeholders, and Community Partners.

Consideration of Executive Session (as needed)

Adjourn:

Motion: **Nick Pancheau** to adjourn the meeting.

Debbie Desjarlais adjourned the meeting at 1:06 P.M.

Next Meeting – November 5, 2025

Respectfully submitted,

Bryan Wood, EDA Secretary/Treasurer

Jennifer Weaver Kondracki, EDC Secretary/Treasurer

ATTACHMENT D



Resolution of Board of Directors:

The Big Sky EDA/EDC Board of Directors hereby authorizes Brandon Berger (Interim Executive Director) and Tami Fleetwood (Senior Director of Finance) to manage all financial accounts. This authorization includes but is not limited to the removal of Paul Green, and the addition of Brandon Berger to the signature cards on file at First Interstate Bank where Big Sky EDA/EDC holds main operating checking accounts. For all other financial institutions in which Big Sky EDA/EDC has checking/savings/money market accounts and CDs, the Board authorizes the removal of Paul Green and the addition of Brandon Berger. All changes are authorized to become effective immediately.

Dated this ____ day of _____, 2025

Debbie Desjarlais, EDA Chair

Nick Pancheau, EDC Chair

Attested By:

Bryan Wood, EDA Secretary/Treasurer

Jennifer Weaver Kondracki, EDC Secretary/Treasurer