

Big Sky EDA/EDC Joint Executive Committee Meeting Minutes Wednesday, December 6, 2017 - 7:30 AM - 9:00 AM Rosebud Room, 2nd Floor - Granite Tower

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

Committee Members Present:

EDA – Sheri Nicholson, Robin Rude

EDC - David Trost, Eric Simonsen, Mike Nelson, Duncan Peete, Steve Loveless

Staff and others Present:

Steve Arveschoug, Jim Tevlin, Deanna Langman, Becky Rogers, Austin Trunkle,

Evelyn Pyburn (Big Sky Business Journal)

Call to Order:

Sheri Nicholson, EDA Chair, called the meeting to order at 7:30 am

Agenda Changes for Today's Meeting:

Agenda changes include an update on the One Big Sky Center in the Director's report and SBDC Contract information in program updates.

Public Comments: None

Agenda:

Approval of EDA/EDC Executive Committee Minutes of November 1, 2017

Motion: Robin Rude, to approve and forward to the Board of Directors, the October 2017 Executive

Committee Minutes as presented to the Executive Committee.

Second: Eric Simonsen Discussion: None Motion carried

Approval of October 2017 EDA/EDC Financials - Jim

Jim gave an update on financials regarding the posting of the Mill Levy Revenues. This is specific to the EDA. On the EDC side, he highlighted expenses from the Annual Meeting are posted but the Revenue hasn't posted yet but will be soon.

Motion: Steve Loveless, to approve and forward to the Board of Directors, the October 2017 EDA and

EDC Financials as presented to the Executive Committee.

Second: David Trost Discussion: None Motion carried

Sheri introduced our auditor, Heather Walstad, who joined us thru Skype, from Anderson Zurmeuhlen. Heather presented the EDA and EDC audits. The EDC was given a "clean" audit opinion with no finding. The EDA received a "clean" audit opinion as well. The single audit of the PTAC program reported a significant deficiency that was not

considered material. The "finding" related to a one-time billing and reimbursement issue with the PTAC program. Jim and Deanna discussed the finding and solutions to addressing any errors that occur in the future.

Motion: David Trost, to accept and present the Audit Reports to the Board of Directors, as presented to

the Executive Committee.

Discussion: None Motion carried

Executive Director's Report - Steve

Succession Plan "First Draft" Review

Steve's final draft of his Succession Plan was revisited by the Committee. For each eventuality, there is a Communication Plan in place which Melanie put together. The three instances are: Planned Retirement, Unexpected Leave, and Unexpected Departure. The aim is that there is timely internal communication before any word gets out to any number of our community partners. This piece will be added to the Succession Plan.

With respect to retirement, the previous version said to give the Board 1-year notice. Steve revised this timeline to 6 months to provide ample time to plan a transition without creating a "lame duck" situation.

Motion: David Trost, to recommend the final draft of the Succession Plan, to the Board of Directors, as

presented to the Executive Committee.

Second: Mike Nelson Discussion: None Motion carried

VBOC Program Renewal Preliminary Recommendation

The SBA has released their RFP's for the VBOC regional hosts. The term is a 5-year commitment instead of a 3-year commitment. The federal VBOC program agrees that we've done well with the VBOC award and would consider us to host once again. It is likely that other proposals will be made; especially one that solely serves the state of Colorado. Steve's preliminary recommendation is to submit the proposal to host a smaller region. A key component to moving forward with this proposal is having a sustainable staffing plan in place to run the program throughout the new region. We also need to internally reevaluate the reporting structure of this program.

Because the proposal is due January 8th, which falls before out next Board meeting, Steve is requesting authorization be given now to submit the proposal. After some discussion, the Committee recommended also giving Steve the authorization to decide not to submit the proposal, should he feel he doesn't have a sustainable staffing plan in place.

Motion: David Trost, to have the Board of Director's approval to submit a proposal to host the VBOC

program, as presented to the Executive Committee.

Second: Steve Loveless Discussion: None Motion carried

One Big Sky Center

Steve mentioned that The Hammes Group presented a new idea to the City Council that will pivot away from a singular skyscraper into more of a district with two large anchor points. This moves the project away from a standalone TIP project and into a community project that may need our time and resources. Further, when Steve visited Rochester, MN last Friday, h looked at the work The Hammes Group did in crating the Destination Medical Center. This example potentially offers a template for Billings to consider. Mike Nelson informed other member of the committee that during the Work Session on Monday with the City Council, the tone was very warm, and Council Members were extremely receptive of this idea. There is still some question about how Tax Increment Financing dollars would be used with respect to this project. There are additional funding mechanisms available to us at the state level but that becomes another battle. The next Legislative Session will be very impactful, especially

when Local Option Authority is reconsidered. This potential development may serve to help proponents of LOA reframe their argument.

Professional Development/Sabbatical Plans

Steve provided a handout of an update on his Professional Development Plans and highlighted the changes. The date of the Sabbatical Plans is February 5th thru March 2nd. The training period is February 26th thru March 2nd. The rest is the framework of things he needs to work on, in order to leave for that period of time.

Program/Org. Directors Updates

Nominating Committee Recommendation - 2018 Officers

Becky presented the following Nominating Committee Recommendations:

2018 EDA Officers and Executive Committee

Jennifer Smith — Chair Cory Moore — Vice Chair Robin Rude — Secretary/Treasurer Sheri Nicholson — Immediate Past Chair Paul Neutgens — Member at Large

2018 EDC Officer and Executive Committee

Eric Simonsen – Chair Mike Nelson – Vice Chair Mike Seppala – Secretary/Treasurer David Trost – Immediate Past Chair Steve Loveless – Member at Large

Motion: Duncan Peete, to approve the Nominating Committee Recommendation to the Board of

Directors, as presented to the Executive Committee.

Second: Robin
Discussion: None
Motion carried

Steve mentioned that we were being asked by the State to extend our contract with the State to continue to host our Regional Small Business Development Center.

Motion: Mike Nelson, to approve the contract to the Board of Directors, as presented to the Executive

Committee.

Second: Robin Rude Discussion: None Motion carried

Meeting adjourned at 9:04 AM

Next Executive Committee Meeting – January 3, 2018

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