

Draft Minutes

Regular meeting minutes of Swift County RDA

Thursday, November 12, 2009 @ 7:00 AM @ Courthouse, Benson, MN

Members Present: Ed Ulmaniec, Paul Kittelson, Dorothy Rosemeier, Allen Smith, Eric Rudningen, Aaron Vadnais

Members Absent: Mike DeFoe, Eric Everson, Dick Hanson

Staff Present: Jennifer Gruis

Others Present: Reed Anfinson, Rob Wolfington

100 Agenda

Ed called the meeting to order at 7:00. There was one surprise addition for Ed- #603 when Jen asked him to speak on the United Way.

200 Minutes

The **Minutes of the 11-12-09 RDA Board Meeting** were reviewed. **MOTION** by Dorothy, 2nd by Al to approve the **Minutes of the 11-12-09 RDA Board Meeting**. Motion carried.

300 Financial Reports

The Board reviewed the **Aug, Sep, Oct 2009 financial statements** for the RDA as prepared by RDA staff.

The balance sheet for **Aug** showed **\$654,021.88** in total liabilities and equity on 8-31-09. Profit & Loss YTD Comparison showed a **net income (loss) of (15,179.75)** for the period 1-1-09 to 8-31-09. **Income and Expenses for the period 8-1-09 to 8-31-09 were \$1093.55 and \$7,217.74, and \$45,441.24 and \$60,620.99 for the period 1-1-09 to 8-31-09.**

The balance sheet for **Sep** showed **\$654,127.79** in total liabilities and equity on 9-30-09. Profit & Loss YTD Comparison showed a **net income (loss) of (2,761.68)** for the period 1-1-09 to 9-30-09. **Income and Expenses for the period 9-1-09 to 9-30-09 were \$2,385.57 and \$5,147.55, and \$47,827.11 and \$65,768.54 for the period 1-1-09 to 9-30-09.**

The balance sheet for **Oct** showed **\$651,134.85** in total liabilities and equity on 10-31-09. Profit & Loss YTD Comparison showed a **net income (loss) of (17,166.09)** for the period 1-1-09 to 10-31-09. **Income and Expenses for the period 10-1-09 to 10-31-09 were \$2,385.87 and \$5,147.55, and \$47,827.11 and \$65,768.54 for the period 1-1-09 to 10-31-09.**

Paul made a **MOTION** to approve the **Aug, Sep & Oct 2009 Financial**

Reports, 2nd by Ed. Motion carried.

400 Decision Items

401 Networking Scholarships - \$100 - Members were presented with information regarding a new networking program hosted by SWIF. Local EDAs are being asked to sponsor up to \$100 in scholarship funds to cover the cost for 5 local business owners to attend. (Attendance is \$20/person). **MOTION** was made by Paul to approve a scholarship up to \$100, 2nd by Dorothy. The board would like follow up comments from those that attended via scholarship to ensure there is value in the networking event and that it is not fluff.

402 Board Membership - Members were informed that the make up of board membership needs to change to be compliant with our enacting legislation. The RDA has too many members from District 2. There was also discussion of how to address membership terms because it was unclear how the current term expirations were calculated. Eric R figured out that terms had been calculated based on two terms vs. one. Members were asked if they still had the time available to commit to another year with the RDA. All Members present agreed they did. Jennifer will follow up with absent members regarding their wish to remain on the board or open it up to new members. Paul Kittelson's final term is up in December and the board was informed that Randy Simmonds, District 3 was nominated by Pete Peterson to replace Paul. Members also discussed including a new category of membership: Associate Member, or non-voting member. The Board determined there was no need to add this category at this time.

403 Annual Retreat - Jennifer presented the facilitation bid for our board retreat from Toby Spanier to the Board. This quote is for a half-day retreat. After some discussion it was determined it would be best to hold the retreat in January when all new members could formally participate. **Potential dates include January 21, 25, or 28th**. The members preferred a late afternoon start time followed by a meal. The meal may be open to municipal and local EDA leaders. Jennifer will talk with Toby regarding dates and follow up with Board Members.

404 Budget 2010 - Jennifer stated the 2010 budget has been revised to reflect the 2010 tax levy. Jennifer suggested that the RDA wait until after retreat planning to finalize the budget. The board agreed.

500 Committee and Director's Reports

501 Executive Director's Report - Members were provided a copy of the Director's report for the previous month.

502 BR&E Report - Members were informed the BR&E Report was not finalized and would need some additional work between Ryan Pesch, University of Minnesota, Extension and Jen. The goal was to finalize the report in January and have it available to board members before the annual retreat. Originally we had planned to present the report at a public luncheon in the fall. We will still look at a luncheon option.

503 DEED Conference Report - Jen intended to showcase two DEED conference presentations but in the discussion of the BR&E Report - forgot and moved on the information items. :-/

600 Information Items

601 Significant Correspondence / Calendar Items - The significant correspondence file was circulated to members

602 Enterprise Minnesota CEO Manufacturer's Roundtable - an effort by Enterprise Manufacturing to create a new CEO roundtable in the Willmar/Benson area was noted to the board.

603 United Way - Ed presented information on the United Way of West Central Minnesota to the board members and some of the ways the United Way works with communities and existing organizations such as the RDA. Formerly known as the Willmar United Way, The UW of WCM has recently expanded to include Benson and eastern Swift County.

700 Adjournment - Motion by Dorothy, 2nd by Eric R.

Next Meeting Dates:

The **BR&E Luncheon** will be held Monday, January 10th or January 17th at Noon, location TBD. All businesses surveyed will be invited and an open invitation to the public will be extended as well.

RDA Board Retreat will be held Thursday January 21st, or Monday the 25th or Thursday the 28th at 4:00pm, location TBD.

Regular meeting schedule for 2010 will be determined by the RDA Board at the RDA Board Retreat.

The next regular meeting would be held November 12, 2009 at 7:00 AM in Benson at DeToy's.