



2020 Willow Run, Suite 100 | Enid, OK 73703  
P: 580 233 4232 | F: 580 242 5603 | TDD: 1 800 722 0353 or 711  
www.growenid.com

BOARD OF DIRECTORS REGULAR MEETING  
NOVEMBER 14, 2019  
MINUTES

Attendees: Gene Anderson, Rob Stallings, Brady McCullough, Sandra Robinett, Jonathan Waddell, Scott Athey, Scott Northcutt, Jon Blankenship, Martie Oyler, Jerald Gilbert, George Pankonin, Dave Lamerton

Absent: Krista Roberts, Brian Henson

Staff: Lisa Powell, Trent Misak, Debbie Moore

CALL TO ORDER: Gene Anderson called the meeting to order at 10:00 a.m.

MINUTES: Minutes from the rescheduled regular meeting of October 3, 2019 were reviewed. Motion by Sandra Robinett with second by Scott Northcutt to approve minutes as presented passed unanimously.

FINANCIALS: Financial statements as of October 31, 2019 were reviewed with the board by Scott Athey, Treasurer. Motion to approve the financials was made by George Pankonin and seconded by Rob Stallings. Motion passed unanimously.

AUDIT COMMITTEE: Brady McCullough reported the auditor's draft report indicated a clean audit with no findings and commended staff for this. Motion from Brady McCullough to approve the audit report and second by Dave Lamerton passed unanimously.

BYLAWS/POLICY & PROCEDURES COMMITTEE: Martie Oyler reported the committee has reviewed the bylaws and will present them for approval at a future board meeting. The P&P Committee reviewed the current manual and reported the task was larger than expected as the document is 10-years old and 60 pages. Lisa informed the committee and the board that Debbie and Trent will be attending the Oklahoma Center for Nonprofits class in February and will receive helpful documents that will make the task much easier in bringing the manual up to date. The committee will wait to address changes to the manual until after the OCNP materials are available to them.

CRM SOFTWARE: Trent Misak reported to the board the current CRM software we use is outdated. The staff went through demonstrations of other software and chose Executive Pulse as the best option for us. Trent noted Owasso's ED office as well as Tulsa's Chamber of Commerce currently use Executive Pulse. The cost of the new software was approximately half the cost of upgrading the current CRM software we are using and the migration of our current data will be transferred by Executive Pulse at no extra charge. During the demos staff found Executive Pulse to be user-friendly and allows tracking of projects very efficiently. Lisa Powell asked that since this is not a budgeted item, funds could be allocated from the travel budget to pay for this. Motion from Martie Oyler to approve purchase of Executive Pulse software using allocated funds from the travel budget was seconded by Sandra Robinett and passed unanimously.



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**CENSUS:** Trent Misak reported on the Garfield County 2020 Census Complete Count Committee activities to date. Trent highlighted the handouts given to each board member and told them the census can be completed online in 2020. Trent reminded the board funding is distributed by the government based on the census results which can be a huge impact on the businesses that want to come to Enid. Trent further reported that a group of about 20 came together, non-profits, churches, community organizations. Joe Dorman, Institute of Child Advocacy spoke – tasked with making sure we count children as they are a hard to reach group to get counted. Group focused on hard to reach populations. Terry Mote with the Marshallese population is participating. Will meet again Dec. 18<sup>th</sup> focusing on hard to reach communities. Grant available from the library for people to get an iPad to use for the census to take to Salvation Army or Library or Loaves and Fishes to allow people to complete the forms. April 1<sup>st</sup> is census day – online. April to June census workers will go door to door.

**EXECUTIVE DIRECTOR REPORT:** Lisa Powell's Executive Director Report was provided to each board member for review.

- **Census:** Lisa reported she was appointed to the Governor's Statewide Census Committee.
- **Membership Survey:** A sample list of survey questions to ERDA members was provided for review and discussion. The general consensus was the surveys should be sent to members in June which would allow the survey results to be calculated in July and utilized during strategic planning at the board retreat in August.
- **Listening Session:** Lisa also reported that as she meets with companies, she asks what challenges they have in doing business. She has found Enid's business owners have ideas to share and they desire a platform to do so. Therefore, we would like to host a listening session for our members. This will allow business owners to better connect with our board, city commissioners, community leaders, etc. The goal would be to engage business owners and provide them two-way communication as we listen to their ideas and possible solutions to their everyday problems in their businesses. Lisa will check into a facilitator for the listening session and find suitable dates.
- **EDA Grant update:** The EDA grant has moved from an EDA infrastructure grant to an EDA grant as a result of being in a FEMA declared disaster and the projects have to be ED/jobs oriented. This would allow for an 80/20 match.
- **ERDA Workflow:** The Workflow committee came to an agreement that the ideal project flow would be all project work would come through ERDA – retail, industrial, etc. For those requesting funding, the discussion on funding first comes to the ERDA board. Anything requiring a sales tax rebate would go to the City for approval. The remainder of the details regarding funding are yet to be worked out and the committee will be meeting again soon to do so.
- **Membership Update:** Membership invoices have been sent out this week. In July 2018 we had 58 members and in July 2019 we had 56 members.
- Lisa announced Ron Frantz will be our speaker at the January 21<sup>st</sup> quarterly luncheon and will be talking about placemaking.

**PUBLIC DISCUSSION:** None.

**RECESS TO CONVENE INTO EXECUTIVE SESSION:** Motion to recession to convene into executive session was made by George Pankonin with second by Jonathan Waddell passed unanimously.





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RECONVENE INTO REGULAR SESSION: Motion to reconvene into regular session as made by Jonathan Waddell with second by George Pankonin passed unanimously.

ACTION FROM EXECUTIVE SESSION: Gene Anderson instructed the board to fill out the Executive Director's Evaluation form he will send them electronically and return it to him by December 1<sup>st</sup>. Gene will summarize the results and present them in Executive Session at the Dec. 12<sup>th</sup> board meeting.

ADJOURN: Motion to adjourn was made by Jonathan Waddell and seconded by Scott Northcutt. Motion passed unanimously and the meeting was adjourned.

Respectfully submitted by:

A handwritten signature in blue ink that reads "Debbie Moore".

Debbie Moore, Staff

A handwritten signature in blue ink that reads "Gene Anderson".

Gene Anderson, Chair