



2020 Willow Run, Suite 100 | Enid, OK 73703
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www.growenid.com

ERDA BOARD OF DIRECTORS SPECIAL MEETING (VIA ZOOM)
September 10, 2020
MINUTES

PRESENT: Sandra Robinett, Brian Henson, George Pankonin, Jon Blankenship, Jerald Gilbert, Scott Athey, Todd Hamilton, Brady McCullough, Matt Parrish, Rob Stallings, Raydon Leaton, Don Roberts, Dave Lamerton, Martie Oyler, Jonathan Waddell

ABSENT: Scott Northcutt, Kyle Williams

STAFF: Lisa Powell, Debbie Moore, Trent Misak

GUESTS: Stan Ralstin, Ryan Holcomb, Bud Nicholas

CALL TO ORDER: Meeting was called to order by Sandra Robinett at 10:00 a.m.

MINUTES-July: Motion to approve the minutes from the Special Meeting of the ERDA Board on July 15th was made by George Pankonin and seconded by Brady McCullough. Motion was unanimously approved with a roll call vote.

MINUTES-August: Motion to approve the minutes from the Special Meeting of the ERDA Board on August 6th was made by George Pankonin and seconded by Brady McCullough. Motion was unanimously approved with roll call vote.

FINANCIALS: The financial report for FYE June 30, 2020 and month-end July 31, 2020 were reviewed by Scott Athey, Treasurer. All questions were answered. Motion to approve by Brady McCullough with second by Martie Oyler was unanimously approved on a roll call vote.

AUDIT COMMITTEE: Sandra Robinett appointed Scott Athey, Jerald Gilbert and to the Audit Committee to review the FYE 06.30.2020 Audit Report and to communicate with the auditor as needed on behalf of the board. Sandra will also serve on this committee.

POLICY & PROCEDURE/BYLAWS COMMITTEE: Sandra Robinett appointed Martie Oyler, Dave Lamerton, Jerald Gilbert to the Policy & Procedure/Bylaws Committee. Sandra will also serve on this committee. This committee will review ERDA's Policy and Procedures manual with proposed updates as recommended by the Center for Non-Profits. They will present their recommendations to the board for approval at a future board meeting. They will also determine necessary changes in the Bylaws related to meeting dates and voting requirements by the board and ERDA Corporate Members. They will present their Bylaw recommendations to the board for approval at a future board meeting.

ERDA MEETING DATES: Sandra Robinett explained the need for changes in meeting dates such as moving the annual meeting to an April date to comply with voting requirements set forth in our Bylaws. Motion to approve ERDA Board Meeting and Members Luncheon dates for 2021 as presented was made



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by Brady McCullough and seconded by Martie Oyler. The motion was unanimously approved with a roll call vote.

UPDATES ON STRATEGIC COMMITTEES: Lisa Powell presented an update on the ERDA Strategic Committees with a PowerPoint presentation. Lisa explained the 250 goals and ideas that came from the Visioning Session in February were bucketed into 7 different categories. The committees were assembled around these big ideas to create actionable goals for each. Of the 7 committees, 5 have met and are continuing to meet as they make a plan to make their committee goals and continue meeting. Sandra Robinett thanked staff for their work with these working groups.

CENSUS UPDATE: Trent Misak updated the board on the numerous efforts the Garfield County Census Committee has taken to inform and encourage citizens to complete their census before the deadline. Response rates are increasing because of targeted marketing efforts in certain areas where response rates were low. Trent and his team are to be commended for a job well done.

EXECUTIVE DIRECTOR REPORTS:

STAFF: Lisa Powell explained a realignment of job responsibilities at ERDA. She announced Debbie Moore is now Project Manager and Trent Misak is Marketing and Business Development Manager, focused on recruiting. ERDA is currently taking applications for a part-time Administrative Assistant and will begin interviewing candidates next week.

MARKETING: ERDA has teamed up with the City of Enid Marketing Department to provide a video series called "Digging into Economic Development" which will be shared on Facebook and other media platforms in an effort to let people know what we are doing at ERDA.

CITY COUNCIL STUDY SESSIONS: Lisa presented at City Council Study Session and will continue to do so the 2nd council session of the month.

GOVERNOR IN ENID: ERDA hosted the Governor in Enid while he was touring businesses that received state and federal funding through the Reboot, Bounce Back and OBRP programs.

GRANTS: Enid had 2 recipients receive grant money related to meat processing from the Department of Agriculture. They were Chisholm Trail Meats and Big Country Meat Market.

GCIA INDUSTRIAL PARK: The GCIA Board of Trustees is entering into a purchase agreement for a 5-acre lot at their Industrial Park. There is another buyer looking at 10-15 acres, but no commitment has been made.

EXECUTIVE SESSION: Motion to go into executive session made by Don Roberts, seconded by George Pankonin. Motion passed unanimously with a roll call vote.



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RETURN TO EXECUTIVE SESSION: Motion to reconvene into special session was made by Don Roberts and seconded by Brady McCullough. Motion passed unanimously on a roll call vote.

ACTION OUT OF EXECUTIVE SESSION: Motion was made by Rob Stallings with second by George Pankonin for ERDA to enter into a participation loan agreement with Ryan Holcomb, owner of Beeline Heat & Air, for \$25,000.00 with the same financing rate as the lender, Bud Nicholas, with a mortgage on the building being purchased at 1115 Norman Road in Enid. Motion passed unanimously with a roll call vote.

MOTION TO ADJOURN: Motion to adjourn was made by Brady McCullough with second by Rob Stallings. The motion passed unanimously with a roll call vote. The meeting adjourned at 11:40 a.m.

Respectfully submitted by:

Debbie Moore, Staff

Sandra Robinett, Chair