



2020 Willow Run, Suite 100 | Enid, OK 73703
P: 580 233 4232 | F: 580 242 5603 | TDD: 1 800 722 0353 or 711
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ERDA Board Meeting
December 2, 2021
Minutes

PRESENT: Sandra Robinett, Scott Athey, Jason Turnbow, Don Roberts, Martie Oyler, Dwight Hughes, Rob Stallings, Kyle Williams, George Pankonin, Dave Lamerton

ABSENT: Jerald Gilbert, Jon Blankenship, Matt Parrish, Scott Northcutt, Brian Henson, Jerry Allen

STAFF PRESENT: Lisa Powell, Debbie Moore, Trent Misak

GUEST: Kat Jeanne

CALL TO ORDER: Sandra Robinett, Chair called the meeting to order at 10:06 a.m.

MINUTES: Minutes of the rescheduled regular meeting held November 3, 2021 were reviewed. Motion to approve by George Pankonin with second by Dave Lamerton passed unanimously.

AUDIT COMMITTEE: Scott Athey reported the Audit Committee reviewed the audit report from Saunders and Associates stating it was a clean audit with no findings. Scott shared the auditor noted there were funds not insured by the FDIC of approximately \$46,000. Discussion as to what the board would like to do included options to move funds to another bank or accept the risk and leave it as is knowing we would be spending money that could draw this down very quickly. Motion to approve the audit report and acknowledge these funds are not insured by the FDIC, accept the risk and make no changes to these funds was made by Don Roberts and seconded by Dwight Hughes. Motion passed unanimously. Scott Athey, Treasurer further cautioned those with check signing authority to pay attention as they sign checks and verify the supporting documents attached to the checks in an effort to avoid fraud.

FINANCIALS: Financials for FYE June 30, 2021 were presented for approval. Lisa Powell reminded the board they had reviewed these before but knowing there could be changes once the audit was completed, they were not presented for approval. Since the audit is complete and there are no adjustments, the June 30, 2021 financials are now ready to be approved. Motion to approve by Rob Stallings with second by George Pankonin passed unanimously.

Financials through October 31, 2021 were reviewed and presented for approval. Motion by Jason Turnbow with second by Rob Stallings was unanimously approved.

HOUSING STUDY: Two proposals were received for consideration for a housing study of Garfield County. Lisa Powell told the board the proposals are a lot to review and in order to make a decision on which company we want to work with a committee should meet and come back to the board at our February 10th meeting with a recommendation. Rob Stallings, Kyle Williams and Sandra Robinett agreed to serve



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on this committee and Rob will be the Committee Chair. Debbie Moore will send the committee the proposals and samples each company have provided electronically.

QUARTERLY LUNCHEON DATE CHANGE: Due to a conflict on the community calendar it is recommended the July 14th board meeting date be changed to July 21st. The annual YWCA Purses with a Purpose event is scheduled at the same time and that would take a large portion of our quarterly luncheon attendees away. Motion to move the luncheon scheduled for July 14, 2022 to July 21, 2022 by Jason Turnbow and seconded by Martie Oyler was unanimously approved. Trent Misak will reschedule this with Oakwood Country Club.

POLICY AND PROCEDURE COMMITTEE: Martie Oyler, Committee Chair reminded the board of their decision to provide short-term disability and life insurance as a result of diminishing PTO carry over from previous policies that were in place. Proposed revisions to the Policy and Procedure Handbook were sent to the board in an email dated 11/17/2021. Martie told the board the committee recommends approval of the redlined revisions in the handbook that address the addition of these insurance policies. A vote to accept these revisions passed unanimously.

NOMINATING COMMITTEE/ BYLAW CHANGES: Sandra Robinett reminded the board of previous discussion to move the former JIF position on the board to a Business Member position which would allow Martie Oyler to serve as a Business Member since JIF dissolved. The Bylaws were presented to the board with edits to reflect this change in an email sent Nov. 17th. The committee recommendation is to 1) accept the revisions to the bylaws that change the position on the board from a JIF member to a business member and 2) vote nominee Martie Oyler to serve in the new business member position. The board voted unanimously on both items.

BOARD VACANCY: The Nominating Committee also reported on their attempts to fill the vacancy on the board. They have asked people, but the timing has been off for various reasons. They feel it is reasonable to come back to this after the first of the year and try to fill the vacancy then.

EXECUTIVE DIRECTOR REPORT:

ENID LIGHTS UP THE PLAINS / THE ONE TREE LIGHTING: The VIP reception ERDA hosted in conjunction with these events was a great success. We hosted a business owner in Enid for the first time that evening with positive feedback. The event was held at Enid Brewing Company's Barrell Room. Working with Enid News and Eagle, we geofenced around the event targeting anyone not from Garfield County. We have a meeting next week to get information from them about the number of people they were able to target with ads about Enid and how this effort is going through Jan. 10th. The public also has an opportunity to register for a get-away to Enid package with gift certificates for dinner, tickets to Leonardo's, an overnight stay at the Best Western Glo in Enid, and more.



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ENID SHOWCASE: The Dec. 1st event was cancelled due to a lack of responses from the 350 invitees from outside the state. We invited realtors, site selectors, etc. It was a long shot to do this with such short notice and often, we have to pay for these types of people to come to a community for a site visit of sorts. We will keep in touch with our invitees and send them a follow up email with a beautiful photo of the fireworks over the lit tree.

Table tents, post cards to hotels, retailers, banners for Live in Enid and Work in Enid were used for marketing purposes. We have established an office downtown to be used during the holiday season. This office has been convenient and useful already for meetings with prospects.

REVERSE SCHOLARSHIP: Cherokee Strip Community Foundation is establishing a committee to work out the details of a reverse scholarship incentive for people with school debt that want to move to Enid to take a job here. The goal is to pay some of their school debt after they have moved to Enid and took on a specified job (to be determined by the committee).

EDA GRANT: The State of Oklahoma announced they have received an EDA grant allowing them to award \$24,000 to EDO's for industrial park planning. We have plans to do master planning at Cimmaron Industrial Park and if we were to receive this award it would certainly help us fund some of this effort. The application is due in early January, and we are already in the process of applying.

IEDC WHITE HOUSE FORUM: Lisa Powell will be attending IEDC's White House Forum this month. This event is going to put us in touch with all of the federal agencies including the Dept. of Labor., Dept. of Commerce, Economic Development Administration, Dept. of Energy etc. Most importantly we will meet with those who write policies regarding economic development while at the forum.

ODOC EVENTS: In the board packets is a list of all of the events and trade shows the OK Dept. of Commerce will be attending next year. Highlighted on the list are those ERDA intends to participate in with a continued strong focus on aviation recruitment.

ERDA CRM REPORT: Data from our CRM software was reported and provided in the packet for board members.

ERDA STAFF RETREAT: The staff retreat and annual planning is scheduled for Dec. 13th.

Northwest Oklahoma Alliance: The NwOA annual board retreat will be held in Enid on Dec. 17th.

RECESS TO CONVENE INTO EXECUTIVE SESSION: Motion to recess and reconvene into regular session by Kyle Williams and seconded by Dwight Hughes passed unanimously.

RECONVENE TO REGULAR SESSION: Motion to Reconvene into rescheduled regular session by Don Roberts with second by George Pankonin passed unanimously. There was no action to be taken from Executive Session.



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ADJOURN: Motion to adjourn by Rob Stallings with second by Dave Lamerton passed unanimously and meeting was adjourned at 11:30 a.m.

Respectfully submitted by:

Debbie Moore

Sandra Robinett