



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

**ERDA BOARD OF DIRECTORS MEETING
DECEMBER 8, 2022
MINUTES**

PRESENT: Matt Parrish, Sandra Robinett, Jerald Gilbert, Jon Blankenship, Todd Earl, Martie Oyler, Don Roberts, George Pankonin, Scott Athey, Kyle Williams, David Lawrence, Jenny Ahrens

ABSENT: Rob Stallings, Whitney Roberts, Dave Lamerton

STAFF: Debbie Moore

GUESTS: Justin Hunt, Lisa White, Tambi Brown

CALL TO ORDER: The regular meeting of the ERDA Board of Directors was called to order by Chairman Matt Parrish at 10:02 am. A quorum is present.

MINUTES: Motion to approve minutes from previous meeting of October 13, 2022 as presented made by George Pankonin with second by Todd Earl passed unanimously.

AUDIT COMMITTEE: Scott Athey gave a report from the audit committee regarding the draft report from Saunders & Associates for the FYE 06.30.2022 audit. Scott presented the committee's recommendation to accept the audit report as presented by Saunders and Associates. The audit committee's recommendation was voted on by the board and passed unanimously.

FINANCIALS: Financial reports as of September 30, 2022, were reviewed with the board by Scott Athey, Treasurer. The financials were not considered for approval pending the final audit report and preliminary financial reports being received as final reports instead from FORVIS. Scott answered all questions and there were no concerns raised.

RENOVATION GRANT: Debbie Moore reminded the board that in February 2023 a renovation grant was awarded to Sharon Scott for what was then named Prosecco and Pearls, now known as PJ Champaign Bar. The grant was for renovation of restrooms for this new downtown business. At the time a 6-month deadline was given to complete the project or ask for an extension. Attempts to reach Ms. Scott failed so the grant was considered to be expired. Ms. Scott recently shared the project had taken much longer than she anticipated and cost more than expected and requested we reconsider and extend the deadline so she can provide us documents required to receive the previously awarded grant of \$5000. Kyle Williams moved we extend the grant for 30 days, asking for the required documents in that timeframe and once received process the award for payment. Motion was seconded by Chris Jones. Motioned passed unanimously. Debbie Moore will alert Ms. Scott to the good news and will make a request for the certificate of occupancy, updated W9 and paid receipt for the bathroom renovations.



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2023 CALENDAR: An updated 2023 ERDA Calendar of Events and Meetings was provided in the board packet for review. Debbie Moore noted the January and February events changed due to speaker cancellations and the desire for RDG to give a public report on the housing study at the February event. Motion to approve the updated calendar by Sandra Robinett was seconded by George Pankonin passed unanimously.

NOMINATING COMMITTEE: Matt Parrish appointed a nominating committee and the members agreeing to serve are Martie Oyler, Chris Jones and Don Roberts. Matt will also serve on this committee. Debbie Moore will send instructions to the committee as to their duties and associated deadlines.

SEARCH COMMITTEE: Matt Parrish shared there have been 21 resumes received so far and the committee will begin reviewing these at their Dec. 15th meeting.

INTERIM EXECUTIVE DIRECTOR REPORT:

- **Membership:** Debbie Moore reported Bluepeak is a new member of ERDA. Invoices for membership renewals along with a letter from the board chair have been mailed this week.
- **Grant:** RDBG Grant Application period is now open through USDA.
- **Enid Young Professionals Update:** Advisory Council has decided to postpone activities except for Network @ Nite until a new Executive Director is in place.
- **Enid Women in Business Update:** The Advisory Council has planned 2023 events to include a half-day summit. Sponsorships are being sought to pay for the out-of-town professional speakers on very relevant topics.
- **Work In Enid Award:** The Work in Enid Award Committee met recently and have chosen 2 more worthy candidates for the grant/scholarship award for a total of 4 professionals moving to Enid to work, live and play here. The relief in their college debt will help them and Enid benefits from having this young talent serving in our community. Each one is also seeking places to get plugged in and to volunteer. A press release will be sent soon.
- **Enid Entrepreneurs Leadership Series:** The EELS group consists of NWOSU, NOC and Autry and is an effort to raise funds in support of the entrepreneur programs each has. ERDA has been a part of these efforts supplying financial support as well as some back-office support. NOC handles the funds and bookkeeping. Autry's Strate Center has agreed to do the back-office work for this group. ERDA will continue to support this group financially. ERDA historically has paid for the Strate Center's Award luncheon at Oakwood Country Club and plans to continue doing so at this point.
- **ARPA Funds for Industrial Park Sewer & Water:** The latest update from Brent Kisling at the OK Dept. of Commerce is the paperwork is not ready yet to begin processing this award. Enid has



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reportedly been granted \$16M for sewer and water in an industrial park. There is more information expected soon. Debbie Moore reminded the board a quote has been received by Tonya Crist to help establish a new site for these funds to be used.

- NwOA/NWAT: NwOA had their annual board retreat and have not determined how they will proceed with a new executive director or new contract with someone to do back-office work. They have asked that ERDA give them more time to get someone else established for this purpose.
- Enid Summer Internship Program: ERDA is working with NOC to house 10 interns this summer. Contracts are being written now for ERDA to pay for these 10 rooms. Koch and Envirotech will each use 5 rooms so housing is now full for the summer of 2023.
- Aviation Recruiting IPG: Progress is being made at the monthly meetings of aviation industry businesses, Enid's educational institutions, Air Force, Amentum contractors at VAFB, Workforce Development Board, Woodring Airport Manager and others. More information to come on these efforts.
- Office Schedule: Debbie reported to the board the days she will be taking off through the end of the year. Office phones will be directed to her cell phone during this time.

RECESS: Motion to recess to convene into Executive Session by Don Roberts with second by Martie Oyler passed unanimously.

RECONVENE: Motion to reconvene into regular session by Todd Early with second by Martie Oyler passed unanimously.

ACTION: There was no action to be taken from Executive Session.

ADJOURN: Motion to adjourn by Sandra Robinett with second by Kyle Williams passed unanimously and meeting was adjourned at 11:25 a.m.

Respectfully submitted by:

Debbie Moore, Staff

Matt Parrish, Chairman of the Board