



2020 Willow Run, Suite 100 | Enid, OK 73703
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ERDA BOARD OF DIRECTORS BOARD RETREAT
MINUTES
July 18, 2023

Present: Matt Parrish, Kyle Williams, Scott Athey, Chris Jones, Martie Oyler, Tom Evans, David Mason, Whitney Roberts, Dwight Hughes, Don Roberts, Sandra Robinett, Jerald Gilbert, Jon Blankenship, Rob Stallings

Absent: David Lawrence, Todd Earl, Jenny Ahrens

Staff: Charlene Flanery, Debbie Moore

Guests: Tanner Holubar, Peyton Burns, Krista Roberts, Keston Cook

Call to Order: Matt Parrish, Board Chair, called the meeting to order at 2:03 pm.

Minutes: The minutes from the regular meeting of May 11, 2023 were presented for approval. Motion to approve by David Mason with second by Don Roberts passed unanimously.

Financials: The financial report as of April 30, 2023 was presented for approval by Scott Athey, Board Treasurer. Motion to approve by Whitney Roberts with second by Rob Stallings passed unanimously.

23-24 Budget: The FY 23-24 budget was presented by Charlene Flanery for approval. Questions were answered. It was suggested marketing be itemized or subdivided for the board to know what that line item includes. Also, questions regarding the additional funds in salaries and contract labor were raised. The suggestion was to itemize these for the board and present them at the next meeting for review. Motion to approve the budget as presented by Don Roberts with second by Rob Stallings passed unanimously.

Bank Signatures: New signatures are required at Stride Bank, NBC Oklahoma, and Security National Bank to add ERDA's Executive Director, Charlene Flanery, to all ERDA bank accounts. Motion by Sandra Robinett with second by Dwight Hughes to add Charlene Flanery, Executive Director to all ERDA bank accounts passed unanimously.

Governance Committee: Matt Parrish appointed a Governance Committee to review ERDA Bylaws and Policy & Procedure Handbook and present findings and recommendations at the



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November 9, 2023 regular board meeting. Appointed to the committee are Martie Oyler (Chair), Jenny Ahrens, Scott Athey and Debbie Moore, Staff Member.

Strategic Planning Committee: Matt Parrish appointed a Strategic Planning Committee to assist Charlene Flanery, Executive Director, in developing a Strategic Plan for fiscal year 23-24. Appointed to the committee were Todd Earl (Chair), Jerald Gilbert, Chris Jones, Sandra Robinett, Matt Parrish and Charlene Flanery, Staff Member.

Executive Director Report: Charlene Flanery presented her report that included her activities since the previous board meeting.

Public Discussion: None

Recess to Convene into Executive Session: Motion by Don Roberts with second by Rob Stallings to recess to convene into Executive Session passed unanimously.

Reconvene into Rescheduled Regular Meeting: Motion to reconvene into rescheduled regular meeting by Sandra Robinett with second by David Mason passed unanimously.

Action out of Executive Session: There was no action from Executive Session to be taken.

Adjourn: Motion to adjourn by Kyle Williams with second by Dwight Hughes passed unanimously and the meeting was adjourned.

Respectfully submitted by:

Debbie Moore, Staff

Matt Parrish, Chairman of the Board