



2020 Willow Run, Suite 100 | Enid, OK 73703
P: 580 233 4232 | www.growenid.com

**ERDA Board of Directors Meeting
February 8, 2024
Minutes**

Present: Matt Parrish, Kyle Williams, Scott Athey, Chris Jones, Martie Oyler, Dwight Hughes, Don Roberts, Todd Earl, Jon Blankenship, David Lawrence, Tom Evans, Whitney Roberts, Sandra Robinett

Absent: Rob Stallings, Jerald Gilbert, David Mason, Jenny Ahrens

Staff Present: Marcie Mack, Meredith Wright, Debbie Moore

Call to Order: The board meeting was called to order at 10:00 am by Matt Parrish, Chairman. A quorum was present.

Minutes: Minutes from the board meeting held December 14, 2023 were considered for approval. Motion to approve as presented by Todd Earl, seconded by Tom Evans, passed unanimously.

Financials: Marcie Mack and Scott Athey reviewed the financial report as of November 2023. No action was taken until after the FY23 audit report is approved and no adjustments required that would affect these financials.

Site Selectors: Marcie Mack informed the board that Enid would be the location for Select Oklahoma's Site Selector tour which comes at an estimated cost of approximately \$15,000 to the host community. The cost of the 3-day site visit would be split into thirds with a partnering community, Select Oklahoma and partnering host communities. A partnering community has not been found to date, leaving ERDA's responsibility at two-thirds the cost. The Executive Director's expenditure cap is \$10,000; therefore, approval is being sought for ERDA to pay the expected expense up to \$15,000. Motion to approve ERDA's site selection expense up to \$15,000 by Kyle Williams with second by Martie Oyler, passed unanimously.

Bylaws, Policy & Procedures Committee: Martie Oyler, Committee Chair, reported the committee has presented the changes to the Bylaws and to the Policy & Procedures Manual for consideration two weeks prior to this meeting and hard copies are provided today in the board packet. The committee recommends separating the Policy and Procedure Manual into a Policy Manual and an Employee Handbook. The committee also recommends an attorney review these documents since it has been several years since this has been done. It was noted that staff will be attending the OK Center for Non-Profits Standards of Excellence meeting in 2025 and will bring back recommendations at that time for governance documents. Motion by Kyle Williams to approve



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items 5 and 6 on the agenda (Policy & Procedures and Bylaws), updating both documents with the proposed edits, separating the Policy and Procedure documents and having an attorney review the documents by Kyle Willaims, seconded by Tom Evans, was unanimously approved.

Nominating Committee: Matt Parrish appointed Kyle Williams, Tom Evans, and David Lawrence to serve as the Nominating Committee. Kyle will serve as Committee Chair. They are charged with presenting candidates to fill vacancies on the ERDA Board of Directors at our Annual Meeting in April 2024.

Executive Director Report: Marcie Mack reported the following:

- Announcement of a new ERDA Member, Alva State Bank.
- The GCIA Audit is completed, and a report should be coming soon for their board to approve.
- Saunders and Associates is retiring so the search for a new non-profit auditor is underway.
- Best Western Glo Hotel forgivable loan is 100% forgiven per auditor as of 06/30/2024.
- GCIA Industrial Park and 66th Street Industrial Park Phase I will be completed before the Select Oklahoma Site Selectors visit.
- Cheri Ezzell with CDSA received a grant to put the Work Ready program in place at the Non-Profit Center. They will have 75 employees in the first year and anticipate 150 employees in year two. These jobs will be for low-income employees and will provide a living wage. Most jobs will be remote customer service jobs with the employee housed at the Non-Profit Center.
- Aviation Day will be held April 12th at Woodring. This event is part of the IPG grant with the goal to promote aviation related jobs to STEM and Aviation students. Demonstrations, aircraft and drone displays, vendor booths, and guest speakers will be a part of the agenda.
- ERDA Staff are on the move with Marcie moving to an adjacent office and minor remodeling work being done to create a more workable space. Office equipment is also being updated and paper records are being scanned to create electronic records and alleviate storage issues.
- Meredith is working on the monthly newsletter for a March release and the ERDA website refresh is underway with a grand reveal coming soon.
- An overview of ERDA services is now on our website.
- ERDA staff are traveling to Duncan this week to meet with their local economic development team. They hope to learn new and creative ideas in the economic development arena that could enhance our current programs and plan of work in Enid and the surrounding region.



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- ERDA staff will attend the OSU Career Fairs for STEM and All Majors on February 14 & 15. The focus will be on available jobs in Enid to include internships and signing students up for the Talent Network.

Recess to convene into Executive Session: Motion by Don Roberts with second by Sandra Robinett to recess to convene into Executive Session passed unanimously.

Reconvene into Regular Session: Motion by Don Roberts with second by Whitney Roberts to reconvene to regular session and take any necessary action passed unanimously.

CDBG Resolution: A resolution in support of ERDA's application for CDBG funds in the amount of \$20,000 with no match from ERDA to be used for Microenterprise Grants was presented for approval. Motion by Sandra Robinett with second by Martie Oyler passed unanimously although Whitney Roberts abstained from voting since she is a member of the CDBG board.

USDA Resolution-Ames Service Station LLC: A resolution in support of ERDA's application for USDA RBDG funds on behalf of Ames Service Station LLC was presented for approval. Motion to approve the resolution by Todd Earl with second by Tom Evans passed unanimously.

USDA Resolution-Goltry Grain, LLC: A resolution in support of ERDA's application for USDA RBDG funds on behalf of Goltry Grain LLC was presented for approval. Motion to approve the resolution by Don Roberts with second by David Lawrence passed unanimously.

Equipment Grant-T&C Meats : An Equipment Grant application was submitted by T&C Meats owners. They have requested funds for refrigeration equipment to support their expansion project at their Stonebridge Plaza retail store. This expansion will help them meet their buyers' demands and increase sales. There is also potential to increase the number of jobs once the renovation is complete.

Motion to approve a \$25,000 equipment grant by Kyle Williams with second by Martie Oyler passed unanimously.

Adjourn: Motion to adjourn by Tom Evans with second by Kyle Williams passed unanimously.

Respectfully submitted by:

Debbie Moore, Staff

Matt Parrish, Chair