



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

ERDA Board of Directors Meeting
March 7, 2024
Minutes

PRESENT: Kyle Williams, Scott Athey, David Lawrence, Jenny Ahrens, Chirs Jones, Martie Oyler, Tom Evans, David Mason, Rob Stallings, Whitney Roberts, Todd Earl, Dwight Hughes, Don Roberts, Sandra Robinett, Jerald Gilbert, Jon Blankenship

ABSENT: Matt Parrish

STAFF: Marcie Mack, Meredith Wright, Debbie Moore

GUESTS: Peyton Burns, Tambi Brown

CALL TO ORDER: Kyle Williams called the meeting to order at 10:03 am. A quorum was present.

MINUTES: The meeting minutes from February 8, 2024 board meeting were considered for approval. Motion to approve as presented by David Mason was seconded by Dwight Hughes and passed unanimously.

FY23 AUDIT COMMITTEE: Scott Athey reported the audit committee reviewed FYE 06/30/23 audit report and found it to be a clean report with no findings. The Committee recommends approval of the report. Motion was seconded by Todd Earl and the motion passed unanimously.

FY23 MANAGEMENT LETTER: The management letter from Saunders and Associates was presented for approval. Motion to approve letter by Tom Evans, seconded by Whitney Roberts, passed unanimously.

FY24 ENGAGEMENT LETTER: The engagement letter from Robert St. Pierre, CPA to complete the FY24 Audit and IRS 990 was presented for approval. Motion to approve by David Mason, second by Sandra Robinett, was unanimously approved.

FINANCIALS: The financial reports through November 30, 2023 were presented for approval. Scott Athey explained the previous reports were reviewed by the board but not approved due to waiting on the audit to be completed before approving. Motion by Todd Earl to approve the financial reports from June 1, 2023 to November 30, 2023 was seconded by David Lawrence and passed unanimously.

FY25 BUDGET REQUEST: Marcie Mack, Executive Director, reported the history of funding from the City of Enid through a contract with the Enid Economic Development Authority. This year she would recommend a flat budget request of \$800,000 the same contract amount we have currently. Motion by Tom Evans to approve a \$800,000 budget request with second by Don Roberts, passed unanimously.

MEETINGS CALENDAR: Marcie Mack, Executive Director, explained there were meetings and quarterly luncheons that had to be moved to other dates due to other events scheduled at the same time and



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knowledge that several board members will be out of state for a group trip leaving the strong possibility of not having a quorum for board meetings. Therefore, the updated calendar with new board meeting and quarterly luncheon dates was presented for approval. Motion to approve the updated meetings calendar by Todd Earl with second by Dwight Hughes, passed unanimously.

EXECUTIVE DIRECTOR REPORT: Marcie Mack shared the following highlights:

- New member – Independent Diesel Service, Inc
- 66th Street Phase I Environmental is complete.
- 66th Street West work to finish by May 10.
- USDA grant applications in support of Ames Station, LLC and Goltry Grain, LLC were submitted on February 27, 2024. The USDA will announce Rural Business Development Grant awards this summer.
- This Monday was the launch of the Monthly newsletter. Meredith Wright, Marketing Director, plans to release our newsletter on the first of each month.
- HubSpot is the new program we are using for newsletters and marketing emails. It will also be our new tool for CRM, contact lists, etc.
- Summer Intern housing will be at apartments provided by NOC-Enid and St. Mary's Medical Center this year.
- Marcie has accepted the opportunity to serve on the advisory council for the GKFF 1050 Forward, addressing the importance of micropolitan communities to rural communities.
- Marcie will be attending the Site selector conference on March 18 and 19 in Louisville, KY.
- Colliers Site Selectors chosen for the Select Oklahoma site visit to Enid May 13 – 15.
- Journal Record interviewed Marcie Mack and Jerald Gilbert for an upcoming publication highlighting positive things in Enid.
- Autry has combined their job board with ERDA's at www.workinenid.com.
- OIEP and BIEP programs were presented by Jeremy Stoner with the Oklahoma Finance Development Authority this week. Documents from this session are provided for board members to share with any company that might benefit from these business expansion funding programs.
- ERDA's Overview of Services brochure has been updated and will be utilized during presentations by ERDA and anytime staff shares "What we Do" with a business owner/entrepreneur.
- Thank you, Jon, for hosting a great Enid Day at the Capital.

PUBLIC COMMENTS: None

RECESS TO CONVENE INTO EXECUTIVE SESSION: Motion to recess to convene into executive session by Sandra Robinett was seconded by David Mason and passed unanimously.

RECONVENE INTO REGULAR SESSION: Motion to reconvene into regular session by Tom Evans with second by Dwight Hughes passed unanimously.

INFRASTRUCTURE GRANT APPLICATION: Marcie Mack pointed the board to the one-page overview of an infrastructure grant application from Aircraft Structures International Corporation (ASIC). The addition of



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city sewer to two buildings at Woodring Airport on Cimmaron Industrial Airpark property, will allow these buildings to be utilized for production purposes once toilets are installed for employee use. The addition of city sewer to ASIC buildings will also serve the entire Cimmaron Industrial Airpark for future businesses to locate there. The motion by Tom Evans to award an infrastructure grant of up to \$25,000 per grant guidelines was seconded by Chris Jones. Todd Earl and David Lawrence abstained from voting citing conflict of interest. The motion passed with 12 yes votes, 0 no votes, and 2 abstained.

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

Respectfully submitted by:

Debbie Moore, Staff

Kyle Williams, Vice-Chairman of the Board