



2020 Willow Run, Suite 100 | Enid, OK 73703
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**ERDA Board Meeting Minutes
May 11, 2023**

PRESENT: Matt Parrish, Kyle Williams, Martie Oyler, Sandra Robinett, Don Roberts, David Lawrence, Todd Earl, Whitney Roberts, Jerald Gilbert, David Mason, Rob Stallings.

ABSENT: Jon Blankenship, Scott Athey, Jenny Ahrens, Chris Jones, Dave Lamerton

STAFF: Charlene Flanery, Debbie Moore

GUESTS: Tambi Brown, Rickey Hayes

CALL TO ORDER: The regular meeting of the ERDA Board of Directors was called to order at 10:09 am by Matt Parrish, Chairman of the Board.

MINUTES: Minutes from the board meeting held March 9, 2023 were presented for approval. Motion to approve as presented by Kyle Williams with second by Martie Oyler passed unanimously.

FINANCIALS: Charlene Flanery presented the financial report as of February 28, 2023. Questions were answered and there was no additional discussion. Motion to approve by Todd Earl with second by Rob Stallings passed unanimously.

FUNDS TRANSFER: Charlene Flanery informed the board that proceeds from the former Enid Brewing Company's participation loan with ERDA are currently held in a non-interest-bearing account at Stride Bank (2895). Since Enid Brewing Company refinanced their loan, ERDA is no longer participating in a loan with Enid Brewing and ERDA has been paid in full. ERDA staff recommend moving these funds in their entirety from the non-interest-bearing account to ERDA's current money market account (4330) held at Stride Bank and then closing the depleted account. Motion by Sandra Robinett to transfer funds from the current non-interest-bearing account formerly associated with Enid Brewing Company's participation loan to ERDA's current money-market account held at Stride Bank and then closing the depleted account was seconded by Rob Stallings and passed unanimously.

BUDGET PRESENTATION: Charlene Flanery shared with the board that she had presented ERDA's FY 23-24 budget request to the City Commissioners and will share the PowerPoint presentation via email with the board.

RETAIL ATTRACTIONS CONTRACT: The annual contract renewal with Retail Attractions was presented by Charlene Flanery for renewal. It was noted Rickey Hayes has increased the annual fee beginning 07/01/2023 to \$48,000 paid at \$4,000 per month plus a data rate of \$2,500 at the time of each data upgrade taking place twice per year. Motion to approve the contract with



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Rickey Hayes of Retail Attractions as presented by Martie Oyler was seconded by Kyle Williams and passed unanimously.

FY 22-23 AUDIT: Saunders and Associates quotes for audit services and 990 preparations for FY 22-23 were provided for approval. Motion by Martie Oyler to approve of the audit quote from Saunders and Associates and direct the board chair to sign the FY 22-23 engagement letters for the audit and the 990 was seconded by Sandra Robinett and passed unanimously.

MEETING CALENDAR CHANGES: Charlene Flanery presented date changes for the annual board retreat and subsequent board meeting for approval. The July board retreat would be scheduled for July 18th and the next regularly scheduled board meeting would be August 10th. Motion by Sandra Robinett with second by Kyle Williams was unanimously approved.

EXECUTIVE DIRECTOR REPORT: Charlene Flanery welcomed Mayor David Mason to his first meeting on the ERDA board since taking office. Also mentioned was the 15-year anniversary of Autry's Strate Center for Business Development and the work they do to help start-ups and newly formed businesses grow and thrive. Charlene shared recent staff activities to include a day full of activities with Lt. Gov. Matt Pinnell in Enid, preparation for the Enid Summer Internship Program (ESIP), IPG Aviation and Aeronautics workforce efforts and budget presentation to Enid City Council members. Also mentioned were upcoming events with Charlene attending Clean Power in New Orleans May 22-25 and Debbie being on vacation May 29-June 2nd. Charlene also shared the round table format of the board retreat and guest speakers being Keston Cook of Enid Woodring Regional Airport and Krista Roberts of St. Mary's Medical Center. An invitation to board members to attend Select Oklahoma's Summit on August 28-29, 2023 with 2 paid registrations available for ERDA board members to attend on a first come-first served basis.

PUBLIC DISCUSSION: None.

RECESS TO CONVENE INTO EXECUTIVE SESSION: Motion to recess to convene into executive session by Whitney Roberts with second by Rob Stallings passed unanimously.

ACTION OUT OF EXECUTIVE SESSION: None.

ADJOURN: Motion to adjourn by Kyle Williams with second by Rob Stallings was unanimously approved.

Respectfully submitted,

Debbie Moore, Staff

Matt Parrish, Chairman of the Board