



**Enid Regional Development Alliance
Board Retreat Minutes
July 16, 2025 | 9:00 AM
Oakwood Country Club, 1601 N. Oakwood Road, Enid, OK**

PRESENT: David Lawrence, Drew Ewbank, Don Roberts, Kyle Williams, Todd Earl, Tom Evans, Keaton Francis, Lucas Dillingham, Mike Riddle, Todd Earl, Jon Blankenship, Jerald Gilbert.

ABSENT: David Mason, Rob Stallings, Matt Parrish, Whitney Roberts, Dwight Hughes

STAFF: Marcie Mack, Meredith Wright, Debbie Moore

1. Call to Order

The meeting was called to order at 9:00 AM by David Lawrence, Chair. A quorum was confirmed to be present.

2. Welcome New Board Member

A warm welcome was extended to new board members and introductions given around the table.

3. Consider Approval of Minutes from June 12, 2025

A motion was made by Drew Ewbank and seconded by Tom Evans to approve the minutes from the June 12, 2025 meeting. **Motioned passed unanimously.**

4. Review Preliminary Financials through June 30, 2025

The preliminary financials were presented and discussed. No action was taken. Final June 2025 financials will be presented for approval after the FY25 audit is completed.

5. Consider Approval of November Quarterly Luncheon Date Change

A motion was made by Don Roberts and seconded by Todd Earl to approve changing the November Quarterly Luncheon date to Wednesday, November 12, 2025. **Motion passed unanimously.**

6. Consider Approval of 2026 Board Meeting and Quarterly Luncheon Dates

A motion was made by Todd Earl and seconded by Lucas Dillingham to approve the 2026 board meeting and quarterly luncheon dates as presented. **Motion passed unanimously.**

7. Consider Approval of Bylaw Changes

Marcie Mack, Executive Director explained the need for the proposed Bylaw changes. A motion was made by Drew Ewbank and seconded by Todd Earl to approve the bylaw changes regarding authority and duties of officers, as previously presented to the board on June 12, 2025 with the suggested edit by Drew Ewbank regarding other bill pay platforms. **Motion passed unanimously.**



8. Consider Approval of Certificate of Deposit Policy

Marcie Mack, Executive Director explained the need for a policy regarding opening, moving, and cashing in certificates of deposits. She explained the CD's are often moved to another bank with a higher interest rate after their maturity date. A policy to document this process was needed. A motion was made by Don Roberts with second by Drew Ewbank to approve the Certificate of Deposit policy for inclusion in the policy manual to accompany Financial policies. **Motion passed unanimously.**

9. Consider Approval of PTO Policy

Marcie Mack, Executive Director shared the reasoning behind changes to the PTO policy, keeping it in line with a fiscal year versus a calendar year and changing the accruable amount. A motion was made by Todd Earl and seconded by Don Roberts to approve the Paid Time Off (PTO) policy for the employee handbook as presented. **Motion passed unanimously.**

10. Executive Director Report

The Executive Director presented a report on current projects, initiatives, and economic development activities as follows:

RAM-July 11-13 resulted in 372 patients receiving \$225,000 in services. These are preliminary numbers, final numbers to come.

Senator Lankford met with community leaders at Woodring's Barnstormers Restaurant to discuss work being done at the US Capital that are important to Oklahoma as a state and Enid business owners and CEO's to include healthcare, immigration, tariffs, and more.

EYP Lunch and Learn with John McClure, Edward Jones Investment Advisor as guest speaker, July 30th

ASIC bond process through GCIA is complete and work is being done to find a buyer.

Marcie is working with Mike Steinke at the Advance Soccer Complex to complete the Quality Events application for a grant from the Oklahoma Department of Commerce for the national soccer tournaments coming to Enid.

BNSF has a new contact working on certified sites and will work to bring our industrial site information up to date and market on their website.

Marcie sat on a housing panel in Claremore and made many contacts she will follow up with that may be leads for housing developments in Enid.

August 14th ERDA Quarterly Luncheon speaker will be John Budd, CEO of the Oklahoma Department of Commerce. He will also meet with business leaders after lunch as time allows.



USDA RBDG funds have not been released from Washington DC. Senator Lankford is watching this for us since we have a grant application in process with USDA.

New Member: We are pleased to announce Houston Electric is a new member of ERDA.

11. Recess to Executive Session

A motion was made by Kyle Williams and seconded by Lucas Dillingham to recess into executive session. **Motion passed unanimously.**

12. Reconvene into Rescheduled Regular Session

A motion was made by Kyle Williams and seconded by Todd Earl to reconvene into regular session. **Motion passed unanimously.**

13. Take Any Necessary Action from Executive Session

No action was taken.

14. Adjournment

There being no further business to come before the board, a motion was made by Don Roberts and seconded by Todd Earl to adjourn the meeting at 11:03 a.m. **Motion passed unanimously.**

Respectfully submitted,

Debbie Moore, ERDA Staff

David Lawrence, Chairman of the Board