



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

ERDA Board of Directors Meeting
March 13, 2025
Minutes

Attendees: Kyle Williams, David Mason, Don Roberts, Drew Ewbank, Lucas Dillingham, Rob Stallings, Buddy Nicholas, Andie Cremer, Scott Athey, Tom Evans, Dwight Hughes, Jon Blankenship

Absent: Matt Parrish, David Lawrence, Keaton Frances, Jerald Gilbert, Whitney Roberts

Staff: Marcie Mack, Meredith Wright, Debbie Moore

Guest: Peyton Burns

1. Call to Order

The meeting was called to order at 10:05 a.m. by Kyle Williams, Chair. A quorum was confirmed to be present.

2. Consider Approval of Minutes from Board Meeting Held February 13, 2025

The minutes from the board meeting held on February 13, 2025, were reviewed.

Motion: To approve the minutes as presented.

Motion by: Tom Evans

Seconded by: David Mason

Vote: Motion carried unanimously.

3. Consider Approval of Financial Reports Through February 28, 2025

The financial reports for the period ending February 28, 2025, were presented and reviewed by Scott Athey, Treasurer.

Motion: To approve the financial reports as presented.

Motion by: Don Roberts

Seconded by: Buddy Nicholas

Vote: Motion carried unanimously.

4. Nominating Committee Report

The Nominating Committee presented its report, outlining potential candidates for the upcoming board election at the Annual Members Meeting at Oakwood Country Club on April 10, 2025.

5. Consider Approval of Engagement Letter for Annual Audit and Completion of IRS 990 for FY25 by Robert St. Pierre, CPA.

The engagement letter from Robert St. Pierre, CPA, for the annual audit and IRS 990 completion for FY25 was presented for review.

Motion: To approve the engagement letter as presented.

Motion by: Drew Ewbank

Seconded by: Lucas Dillingham

Vote: Motion carried unanimously.



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6. Review FY26 Budget and Take No Action

Marcie Mack, Executive Director reviewed the proposed budget for FY26 with the board highlighting items that required adjustments and explaining some of the changes made since having a full year of 3 staff members and coinciding expenses. No formal action was taken at this time.

7. Consider Approval of FY26 Budget Request to the City of Enid

The proposed FY26 budget request to the City of Enid was presented for approval.

Motion: To approve the FY26 budget request to the City of Enid. The request of \$800,000 remains the same as last year's budget request.

Motion by: Don Roberts

Seconded by: Drew Ewbank

Vote: Motion carried unanimously.

8. Executive Director Report

The Executive Director presented updates on ongoing projects and key developments within the organization.

- Cole Building is being converted into office spaces and available complete floor with ribbon cutting tomorrow. Building has been added to ERDA's online database.
- OIEP opens March 31 and closes April 11 for businesses investing in expansion or equipment
- NwOA is hosting Federal Reserve in Woodward in August
- Dillingham Insurance is LOK Business of the Year
- Teach 100 with NOC and NWOSU is a new scholarship program for those going into education.
- Hutton had a site visit in Enid and discussed opportunities with several entities for possible construction projects.
- Haven of Hope Ranch is continuing conversations with DHS about a potential location in Enid.
- ERDA partnered with OSU to offer energy audits to rural and local businesses.
- Meredith Wright, Marketing Director, is working on marketing in two publications: E-Town magazine and the Small Business Summit magazine.
- March 31 in Fairview at NW Technology Center the Small Business Summit will have Kyle Williams and Jana Walker as their keynote speakers.
- Meredith and Debbie will be attending career fairs in March and April.
- ERDA Quarterly Luncheon and Annual Members Meeting will be April 10th at Oakwood Country Club
- April 24th is Northern Oklahoma Student Aero Day at Woodring with 160 students and teachers registered so far.

9. Recess to Convene into Executive Session

Motion: To recess and convene into Executive Session.

Motion by: Rob Stallings

Seconded by: Buddy Nicholas

Vote: Motion carried unanimously.



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10. Consider Approval of Equipment Grant

After reconvening from Executive Session, the board discussed the equipment grant for A.W. Brueggemann Co. for up to 50% of the cost of the CNC machine and additional tooling equipment not to exceed \$25,000. The total approved grant is \$17,461.00, figured with a project cost of \$34,922. This is a reimbursable grant, and the final award will be determined by paid receipts received from A.W. Brueggemann's owner for the items listed in their grant application.

Motion: To approve the equipment grant to A.W. Brueggemann, Co. according to the equipment grant guidelines.

Motion by: Rob Stallings

Seconded by: Tom Evans

Vote: Motion carried unanimously with the exception of Scott Athey who abstained.

11. Adjourn

There being no further business, the meeting was adjourned at 10:45 a.m.

Motion by: Buddy Nicholas

Seconded by: Drew Ewbank

Vote: Motion carried unanimously.

Respectfully submitted by:

Debbie Moore, Operations Director

Kyle Williams, Chairman of the Board