



Enid Regional Development Alliance

Regular Meeting Minutes

September 11, 2025 – 10:00 a.m.

Autry Technology Center, 1201 W. Willow, Enid, OK

Attendees: Drew Ewbank, Don Roberts, Kyle Williams, Buddy Nicholas, Tom Evans, Todd Earl, Rob Stallings, Whitney Roberts, Jon Blankenship, Jerald Gilbert, Kirsten Fitch (LGE Ex-Officio/Non-Voting)

Absent: David Lawrence, David Mason, Lucas Dillingham, Keaton Francis, Mike Riddle

Staff: Marcie Mack, Meredith Wright, Debbie Moore

1. Call to Order

The meeting was called to order by Drew Ewbank, Vice-Chairman at 10:04 a.m. A quorum was confirmed to be present.

2. Consider approval of minutes from board retreat held July 16, 2025

It was noted that Buddy Nicholas was not present at the meeting and Todd Earl is named twice as an attendee. Motion to approve the agenda with these two changes by Tom Evans with second by Buddy Nicholas. Motion passed unanimously.

3. Review preliminary financials through August 31, 2025 and take no action

Don Roberts, Treasurer reviewed with the board the preliminary financials through August 31, 2025. All questions answered. No action was taken.

4. Appoint Finance Committee to review annual audit report

The Chair appointed Don Roberts, Jerald Gilbert, Tom Evans and Todd Earl to the Finance Committee. The Committee is tasked with reviewing the FY25 Audit Report and reporting their recommendation(s) and/or approval at the October 9, 2025 board meeting.

5. Update on membership tiers rebranding

Marcie Mack provided an update on the successful rebranding of membership tiers. No action was taken.

6. Consider approval of proposed bylaw changes adding Garfield County Commissioner as non-voting, ex-officio board member

Motion to approve bylaw changes adding Garfield County Commissioner or their representative as non-voting, ex-officio board member by Todd Earl with second by Buddy Nicholas. Motion passed unanimously.



7. Consider approval of a \$50,000 match for the Oklahoma Community Marketing Program proposal to be submitted to the Oklahoma Department of Commerce for potential grant funding

Marcie Mack explained the Oklahoma Department of Commerce is administering a new Community Marketing Program grant. ERDA would like to apply for this grant to support marketing efforts of 6 local industrial parks. The total estimated project cost is \$100,000 and ERDA would ask for \$50,000 in grant funds. The program requires a 100% match be provided by the applicant. Motion by Tom Evans to approve a \$50,000 match by ERDA in support of the grant application was seconded by Todd Earl. Motion passed unanimously.

8. Recess to convene into Executive Session

Motion by Tom Evans with second by Todd Earl to recess to convene into Executive Session, passed unanimously.

9. Reconvene into Regular Session

The board reconvened into Regular Session.

10. Action from Executive Session regarding grants

Sears Lofts (116 E. Randolph, LLC)

Motion by Todd Earl, seconded by Whitney Roberts, authorizing Marcie Mack to extend the sprinkler and renovation grant deadlines for 116 E. Randolph, LLC to October 30, 2025, contingent upon demonstrated project progress and certificate of occupancy pending soon, and approve an additional grant for flooring being installed in the predetermined leased retail area. The grant is not to exceed \$7,300, or the actual invoiced amount if less, payable directly to the flooring contractor upon job completion and after receiving the certificate of occupancy. The motion passed 7 to 1 with Buddy Nicholas abstaining.

Executive Director Review

Motion by Don Roberts with second by Kyle Williams to approve the renewal of the annual employment contract with Marcie Mack to serve as Executive Director of ERDA for the term October 1, 2025, through September 30, 2026, with a 5% salary increase over the current contract. All other provisions and benefits of the existing contract remain unchanged. Motion passed unanimously.

11. Adjourn

There being no further business to go before the board, motion to adjourn by Tom Evans with second by Buddy Nicholas passed unanimously, and the meeting was adjourned.

Respectfully submitted,

Debbie Moore, Staff

Drew Ewbank, Vice-Chairman