



2020 Willow Run, Suite 100 | Enid, OK 73703
P: 580 233 4232 | F: 580 242 5603
www.growenid.com

**ERDA Board of Directors Meeting
December 14, 2023
Minutes**

PRESENT: Matt Parrish, Kyle Williams, Scott Athey, Tom Evans, Todd Earl, Dwight Hughes, Don Roberts, Sandra Robinett, Jerald Gilbert, Jon Blankenship, Rob Stallings

ABSENT: Whitney Roberts, David Lawrence, Martie Oyler, David Mason

STAFF PRESENT: Marcie Mack, Debbie Moore

GUESTS: None

CALL TO ORDER: The meeting was called to order at 10:05 am by Matt Parrish, Chairman of the Board of Directors.

MINUTES: Minutes from the meeting held October 19, 2023 were presented for approval. Motion to approve as presented by Chris Jones with second by Tom Evans were unanimously approved.

FINANCIALS: Financial reports as of September 30, 2023 were presented for approval by Scott Athey and Marcie Mack. Financials will be considered for approval after the FY23 audit is complete. It was noted the BW Glo forgivable loan is forgiven with the latest report received from the City of Enid on hotel taxes paid in by BW Glo.

BUDGET ADJUSTMENTS: Marcie Mack presented a mid-year budget and reviewed each proposed line-item adjustment with the board and answered all questions asked. Several of the adjustments add clearer definition as to what that account is used for. It was noted there is a healthy balance at mid-year due to low staff and fewer expenses over the last 14 months. Motion by Dwight Hughes with second by Chris Jones to approve mid-year budget with adjustments as presented was unanimously approved.

2024 MEETINGS CALENDAR: Marcie Mack proposed the April 11, 2024 annual meeting be changed to April 18, 2024 as she is committed to an out of state event on April 11th. Motion by Todd Earl with second by Rob Stallings to change the annual meeting date to April 18, 2024 passed unanimously.



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BYLAWS/POLICY & PROCEDURE COMMITTEE REPORT: Jenny Ahrens reported on behalf of the committee in the Chair's absence. The committee is reviewing documents and will have a draft prepared for board review two weeks prior to the February board meeting.

EXECUTIVE DIRECTOR REPORT:

- Marcie Mack happily announced ERDA's new Marketing Director, Meredith Wright, will begin working on Tuesday, January 16, 2024.
- Kenneth Corn, State Director for USDA Rural Development, will be in Enid on Dec. 19, 2023 to recognize USDA RBDG grant recipients, EH Metal Works and Jaren's Jerky. Board members are welcome to attend the brief ceremony at 2:00 p.m. at EH Metal Works.
- StartUp Enid series has kicked off. The goal is to "Empower Entrepreneurs" through StartUP Enid events provided through Autry's Strate Center, Northern Oklahoma College and Northwestern Oklahoma University and ERDA. This program was formerly known as EELS, but a name change, and logo change have given the program new life. The EELS program began with Lew Ward's vision to assist entrepreneurs with their start up businesses through education, inspiration, mentorships and more. Fundraising letters have gone out, but anyone interested in supporting the efforts may participate by contacting Marcie Mack for additional information.
- Wayfinding Signage is moving forward and after reevaluating signage, the entire signage project should be completed in 2 years instead of the anticipated 5 years. Marcie expressed gratitude for the work done by the City of Enid and Michael Williams' team.
- Locate OK has been updated to reflect all 3 industrial parks.
- January 18, 2024 quarterly luncheon at Oakwood Country Club with Dr. Rebecca Lewis speaking on rural healthcare and how it affects economic development along with information about proposed changes to Oklahoma Medicaid.
- ERDA Membership invoices have been sent out.
- Staff holiday schedule will be as has been done in the past (according to policy handbook) with phone calls forwarded to staff cell phones to cover urgent needs.

Recess to Convene into Executive Session: Motion to recess to convene into Executive Session by Don Roberts with second by Dwight Hughes passed unanimously.

Reconvene to Regular Session: Motion to reconvene into regular session by Todd Earl with second by Don Roberts passed unanimously.



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Microenterprise Grant FY24-Foster Cabinetry and Creations, LLC: Motion by Tom Evans with second by Don Roberts to award a Microenterprise Grant to Foster Cabinetry and Creations, LLC in the amount of \$9,000 using only CDBG funds with no matching funds passed unanimously.

Microenterprise Grant FY24-TLC Patterns, LLC : Motion by Don Roberts with second by Rob Stallings to award TLC Patterns, LLC a Microenterprise Grant in the amount of \$6,000 using only CDBG funds and no matching funds passed unanimously.

Equipment Grant-Wako, LLC: Motion by Tom Evans with second by Todd Earl to grant an equipment grant in the amount of \$25,000 to Wako, LLC for the purchase of manufacturing equipment called "Bug-O" in support of their current expansion. This expansion is slated to add a few jobs and increase production of V-Blades with a 100% increase in sales already seen several months earlier than anticipated.

Adjourn: Motion to adjourn by Todd Earl with second by Tom Evans passed unanimously. The meeting was adjourned at 11:18 am.

Respectfully submitted by:

Debbie Moore, Staff

Matt Parrish, Chairman of the Board