



ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY

BOARD OF DIRECTORS MEETING

Tuesday, June 21, 2016 5:30 p.m.

Chamber of Commerce Conference Room

609 N Main Street, Ellensburg

Board Members:

Chair, Craig Smith ✓
Vice Chair, Ric Byham ✓
Treasurer, Grant Clark ✓
Secretary, Isa Harrison ✓
John Perrie ✓
Bruce Tabb ✓
Nicalee Smith - *Vacay*
Steve Townsend ✓
Chad Youngquist - *Vacay*

Staff:

Jim Armstrong
Lindsey Ozbolt
Sarah Truglio - *night off*

MEETING AGENDA

- I. Approve Agenda
- II. Consent Agenda *John make Ric 2nd* 5 minutes
 - a. Approval of the Minutes
- III. Financials 15 minutes
 - a. Aging Report *Purchasing - Stewart Thompson for CUU*
 - b. Balance Sheet
 - c. Cumulative Budget
- IV. Old Business 25 minutes
 - a. Checking/Savings accounts signatories - complete
 - b. By-Laws Review - Ongoing
 - c. City Dolarway Property - Realty offices notified, next step
 - d. Incubator Update - Bio-Diesel & Ellensburg Distillery
 - a. Ellensburg Distillery - Ralph to address board
 - e. Incubator Roof - .09 Sales and Use Tax Grant Application
 - f. Incubator Maintenance
 - g. Airport Maintenance
 - h. Incubator Leases & Policies - Ongoing
 - i. Vacant Spaces at Airport & Incubator - Update
 - j. Strategic Planning - City Work Plan agreement requirements
 - k. Downtown Hotel Feasibility Study

*tenants need to provide proof of ins. for all leases
Micro-loan collateral*