



## ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY

### BOARD OF DIRECTORS MEETING

City Council Conference Room  
501 N. Anderson Street, Ellensburg

---

**Board Members:**

John Perrie, Chair  
Deborah Bezona, Vice Chair  
Grant Clark, Treasurer  
Steve Townsend, Secretary

Scott Fendley  
Carolyn Honeycutt  
Linda Schactler

**Council Liaison:**

Bruce Tabb

**Staff:**

Margaret Reich

---

### AGENDA

Ellensburg Business Development Authority Board  
Wednesday December 13, 2017- 4:00 pm

Announcement about this being a public meeting w/o public comment. Public comment may be submitted in writing to the Executive Director.

1. Call to order and roll call of members
2. Approval of the agenda
3. Approval of minutes –meeting November 29, 2017
4. New business
  - a. Draw straws for board positions
  - b. Analysis of legal services received 2017
  - c. Most recent Washington State Audit
  - d. Logo samples
  - e. Microloan – history and resources
  - f. Nominations for 2018 EBDA Officer positions
  - g. Setting targets and workplan for 2018
5. Old business
  - a. 2018 budget development
  - b. Annual report to City Council
6. Staff Report
  - a. Financials
    - i. Balance Sheet
    - ii. Aging Report
    - iii. Monthly Report
    - iv. Transaction summary for November
  - b. Executive Director report
  - c. Chair report

7. Other
8. Adjournment

NEXT MEETING: January 17, 2018 at 4:00 PM

## REPORTING

### Monthly Report

<b>Report on</b>	<b>Accomplishments - 2017</b>
What has EBDA done to strategically recruit businesses?	Full occupancy at both buildings Supportive of new downtown hotel
How has EBDA connected businesses with resources to start up? To grow? To prosper?	2017 Ellensburg Small Business Fair Interview of tenants needs Responsive to calls
What partnerships have been forged, and what is their purpose and outcome?	Small Business Administration-Sea Office Central Washington Univ I4IE WA Commerce – rural development
How have we demonstrated future focus for business opportunities?	Input into Comprehensive Plan update
What role has EBDA had in retaining/creating livable wage jobs?	Service providers at buildings?
Have we pursued innovative/creative ways for work?	Downtowners
What systems are in place to insure transparency?	Updated website Separation of fiscal duties Open EBDA board meetings

### Monthly Report

<b>Report on</b>	<b>Targets for 2018</b>
What has EBDA done to strategically recruit businesses?	Minimum of 4 proposals to qualified businesses; secure minimum of 1
How has EBDA connected businesses with resources to start up? To grow? To prosper?	Make tenant space available for business to start or grow Support identification of sites for existing businesses Support landowner identification of possible development opportunities
What partnerships have been forged, and what is their purpose and outcome?	SBA-Seattle – next conference, resource listings, trainings CWU I4IE – retain student entrepreneurs Commerce – Rural Development
How have we demonstrated future focus for business opportunities?	Attend economic development conferences, and identify/apply cutting edge techniques in Ellensburg Meet with successful
What role has EBDA had in retaining/creating livable wage jobs?	
Have we pursued innovative/creative ways for work?	
What systems are in place to insure transparency?	Social media, web presence current Fiscal systems/separation of duties