



**ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES**

Board Members:	Scott Fendley	Council Liaison:	Staff:
John Perrie, Chair	Linda Schactler	Bruce Tabb	Margaret Reich
Deborah Bezona, Vice Chair	Steve Townsend		
Grant Clark, Treasurer			
Carolyn Honeycutt, Secretary			

Wednesday February 14, 2018- 4:00 pm
City Hall
501 N. Anderson Street, Ellensburg

In attendance: John Perrie, Grant Clark, Deborah Bezona, Linda Schactler, Carolyn Honeycutt, Scott Fendley, Council liaison, Bruce Tabb and Margaret Reich

Excused: Steve Townsend

Chair Perrie called the meeting to order at 4:00 PM

Motion to amend agenda for the February 2018 meeting of the EBDA. Board Member Schactler; second Board Member Honeycutt.

Approved.

Agenda amended to include the review and approval of five financial policies in order to complete upcoming Washington State Secretary of State audit.

Motion to approve agenda for the February 2018 meeting of the EBDA. Board Member Honeycutt; second Board Member Schactler.

Approved.

Motion to approve January 17, 2018 minutes. Board Member Honeycutt; second Board Member Bezona.

Approved.

New Business

Motion to support City of Ellensburg's hiring decision for part-time Economic Development Manager. Board Member Fendley; second Board Member Bezona.

Approved. Board member Honeycutt

Board member Carolyn Honeycutt excused herself from the room during the conversation. After a thorough, competitive hiring process including an interview panel with board members Perrie and Schactler, Carolyn Honeycutt was offered and accepted the position as the City of Ellensburg Economic Development Manager, part-time.

Motion to authorize Interim Executive Director to sign lease to rent shared office space in the Elks Building to house the part-time Economic Development Manager.

Board Member Fendley; second Board Member Clark.

Approved.

Board member Carolyn Honeycutt excused herself from the room during the conversation.

Motion to amend 2018 budget to reflect the Elks office space rent. Board Member Clark; second Board Member Fendley.

Approved.

Board member Carolyn Honeycutt excused herself from the room during the conversation.

Motion to approve financial policies. Board Member Honeycutt; second Board Member Bezona.

Approved.

The five policies approved by the EBDA Board: 1) Asset Management; 2) Bad Debt; 3) Cash Receipting; 4) Local Vendor Procurement; and 5) Risk Management.

Old Business

Sub-committee work continues on the strategic workplan.

Staff Reports

Report on the International Economic Development Council Leadership Summit in Las Vegas. Board received ten ways for economic development organizations to remain relevant developed by TIP Strategies. ASI Solutions, tenant occupying unit #2 at the EBDA Airport Building, has renewed their lease for one year, with the option of a second year. Ellensburg Business Incubator Unit #5, vacated January 14, 2018, remains vacant, as Incubator applicant Grit & Polish located a different space to meet their business needs.

Meeting adjourned 5:20 PM

Drafted: 3/2/2018

Approved: 3/14/2018