

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

SPECIAL MEETING  
Wednesday, April 15, 2020 – 4:00 pm  
Virtual Meeting

In attendance: Jared Vallejo, Linda Schactler, Garrett Poshusta, Grant Clark, James Jankowski, John Perrie, City Councilmember Stacey Engel and staff Beth Leader, Kirsten Sackett and Holly Conti.

Excused absence: None

1. Chair Vallejo called the meeting to order at 4:00 pm
2. Agenda approved as presented. Motion by Linda Schactler, seconded by James Jankowski. Approved.
3. Board Business
  - a) City Point of Contact Information. Beth Leader introduced herself and Kirsten Sackett updated the board regarding staff duties while Carolyn is absent. Inquiries for new businesses will be handled by Kirsten and Beth and will also include Linda and Jared.
  - b) Discussion and vote for becoming a seven member board.

Members discussed the benefits and disadvantages of changing to a seven member board.

John Perrie moved to change the board membership from nine to seven members. Garrett Poshusta seconded. Motion Approved.
  - c) Review and Approval of Financial Statements.

Holly Conti, Finance Accounting Manager, presented information on the Board financial statements. She reviewed the revenues and expenditures. She also explained a 2018 and 2019 audit will need to be scheduled, which would need to be completed by December 2020. She also explained the tax return for the Board. Grant Clark stated he reviewed the information and had no questions.

Grant Clark moved to approve the financial statements as presented. Linda Schactler seconded. Motion Approved.
  - d) Discount of Rent for Tenants and Past Due Accounts.

John Perrie commented in regards to treating tenants on an individual basis and not a blanket offer to all. He suggested forming a sub-committee to define how space rent should be determined. Other members agreed. It was decided that Grant, James and John would create a committee. There was conversation regarding

deferring rent instead of reducing the amount.

Members discussed past due accounts and James suggested that the sub-committee also review past due accounts and make a recommendation to the board. There was a brief discussion regarding the sale of the Incubator building.

- e) Outline of Current Open Projects and Next Steps (RFP, Incubator space, website).
  - Website – Jared will work with the group to get that project completed
  - RFP – Linda reported on approval of certain projects and her ability to review the RFP response received for their broadband project. Kirsten will forward the response to Linda for review.
  - Incubator space – assessments will be done through the sub-group.
  - EBDA Director position – Linda inquired about the increase of the position from half time to three quarter time. Kirsten will confirm the approval of the Resolution by the Board.
  
- f) Postponing Next Official Board Meeting until June 10, 2020.

Jared asked members if they wanted to defer meeting until June, and in the meantime, keep work progressing on things that will come up. Some members felt it would be good to have a short meeting in May specifically about the Strategic Plan and the incubator rent issues. Kirsten will forward the most recent Strategic Plan to members. There was discussion regarding providing resources to small businesses and the assistance available to the community. It was agreed that the committee would have a meeting on May 13<sup>th</sup>.

**Adjournment:** Meeting adjourned 5:13 pm

**Drafted:** 4/22/2020

**Approved:** 5/20/2020