



# Centerfuse

## Ellensburg Business Development Authority BOARD OF DIRECTORS MEETING MINUTES

Regular meeting held synchronously in-person and virtually

**Wednesday, December 13, 2023**

**4:00-5:30 PM**

Members in Attendance: Garrett Poshusta, Chair; Grant Clark, Treasurer; Del Bankston, Secretary; John Perrie, Board Member; Bob Rapp, Board Member; Jennifer Lubanski, Board Member; James Jankowski, Board Member; and Jared Vallejo, Board Member.

Absent: Andreas Bohman, Vice Chair

Others present: Rich Elliot, Ellensburg City Council Member and Liaison; Kelle Vandenberg, city of Ellensburg; Dawn Alford, Circa 9021; Andrew Morse, CWU; Kristine Miller, Executive Director, and Margaret Reich, consultant.

### 1. Meeting Called To Order

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

### 2. Approval of Agenda

Motion to approve the agenda for the December 2023 regular board meeting by Jennifer Lubanski, second by Grant Clark. Motion approved by unanimous vote.

### 3. Approval of Minutes

Motion to approve the November 8, 2023 regular meeting minutes by Grant Clark, second by Jennifer Lubanski. Motion approved by unanimous vote.

### 4. Public Comment

None.

### 5. Board Business

#### a. Organizational Effectiveness

Grant Clark, Treasurer presented the financial reports. Motion to approve the November, 2023 voucher in the amount of \$21,294.91 by Garrett Poshusta, second by Jennifer Lubanski. Motion approved by unanimous vote.

Executive Director Miller updated the board on monthly metrics.

Board members discussed the final draft of the 2024 workplan. Executive Director Miller shared possible updates to the workplan. The board discussed the vision statement and the potential for it to be a broader statement of ambition that is dynamic and inclusive. Other board recommendations are setting 30/60/90 day KPIs, form a sub-committee of board members to assist with KPIs, direct staff to review marketing



and provide to the board a marketing plan. The Executive Director will present the final 2024 budget and workplan at the January 2024 meeting.

Five applications were received to fill three open board seats. The applicants presented to the board and the board discussed their decision to fill the three board seats starting January 2024. Selected applicants will receive confirmation at the December 18, 2023 Ellensburg City Council meeting.

Motion to nominate Dawn Alford as a new board member serving an initial three-year term starting January 2024 by Del Bankston, second by Bob Rapp Motion approved by unanimous vote.

Motion to accept renewal applications from existing board members Bob Rapp and Del Bankston by Grant Clark, second by James Jankowski. Motion approved by unanimous vote.

The board discussed the possible 2024 slate of officers as: Garrett Poshusta, Chair; Jared Vallejo, Vice Chair; Grant Clark, Treasurer; and Del Bankston, Secretary. The confirmation of officers will occur at the January 2024 meeting.

b. Build Local Capacity

The board discussed the request by a tenant at the Business Park at Bowers Field to extend their lease for six months. Chair Poshusta will reach out to the tenant to discuss.

c. Marketing

None.

d. Business Recruiting & Expansion

The board discussed a resolution directing staff to make grant application to the Floodplains By Design Program. The grant application would advance recommendations found in the Community Economic Revitalization Board's planning grant study for ecological improvements and economic development at the I-90 West Interchange. Motion to proceed with a pre-application and application to the Washington State Ecology's Floodplain By Design Grant Program by Del Bankston, second by Bob Rapp. Motion approved by unanimous vote.

6. **For the good of the order**

None.

7. **Adjournment** – time 5:40 Motion to adjourn by Del Bankston.

**Drafted:** 12/14/2023

**Approved:** *Del Bankston*

**Submitted by:** Kristine Miller