

Union County Economic Development Corporation

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Minutes August 26, 2010

Monthly Meeting: 5:30 p.m. at UCEDC Office, 102 Depot Street, La Grande Oregon
Meeting Facilitator: Dale Case, President
Board Reporter: Violet Trapp, Administrative Assistant, reporting for Janis
Executive Director: Mike Sanford
Members Present: Dale Case, Gary Lillard, Mark Davidson, Bill Rosholt, Jim Mollerstrom,
Robert Strope, Steve Anderson, Mike Poe, Jeff Puckett,
Absentees: John Howard, Howard Perry, Tim Seydel, Bill Whittemore

Call TO ORDER

Dale Case called the meeting to order at 5:32 p.m. Roll Call was taken.

APPROVAL OF MINUTES

Dale Case called for a motion to approve the July minutes. *Jeff Puckett moved the minutes be accepted as written. Robert Strope seconded the motion and asked for a discussion. After the discussion Jeff changed his motion to read that UCEDC approve the minutes as changed. Robert seconded the motion.*

OLD BUSINESS

Forensics Lab Update – Mike Sanford

Mike Sanford reported that he had called Captain Wampler this week and found that he was on vacation. He also tried to call the lab director in Pendleton to get an update. He was on vacation this week also, so there was nothing to report on the Forensics Lab.

Hiring Executive Director – E-Board

Dale Case reported that advertisements were placed in the newspapers. Mike Sanford reported that approximately 20 requests for applications were received, and six resumes have been received to date. Mike reported that the closing date for applications is September 10. Dale asked if there was anyone who is not on the E-Board that would want to serve on the screening committee. Robert said that it wasn't clear from the newspaper ad whether the position is for an interim or permanent director position. Dale responded that hasn't really been determined. Discussion followed on UCEDC funding and their budget. Mike Poe reported that UCEDC's 2010-2011 budget was based on UCEDC getting the funding from the City. Discussion here followed on the date for the next E-Board meeting and the closing date for applications. Since the closing date for applications is after the August E-Board meeting, Steve Anderson suggested changing the E-Board meeting to the next Tuesday, September 14, so it would be held after the closing date for applications. This would result in the E-Board and Board meetings being held in the same week. Mark Davidson also suggested that the E-Board meeting time be changed to 7:00 a.m. to give the group time to review the applications. This was agreed to by E-Board members present. Mark suggested getting copies of all applications to the E-Board members after the close of business on September 10th so the members will have a chance to review them before the E-Board meeting. Mike Sanford agreed that this would be done.

Future UCEDC Partnering Plan – Dale Case

Dale asked if there was any further discussion on the partnering plan that was sent out after the last board meeting. Bill Rosholt said that the question to be asked was what happened after this went to the council and the commissioners. Dale responded that UCEDC still didn't know about funding. Robert reported

that the council's response was sent to the Board members. Robert said that the URAC met and recommended funding UCEDC at the \$30,000 level. Robert indicated that he expected the Council to approve the funding at their next Urban Renewal meeting. Robert said that his recommendation as the Urban Renewal Manager is to fund UCEDC for \$30,000. Dale reported that when the Board sent out the Business Model, they presented a picture of what they thought UCEDC was going to look like in the next year or longer. His feeling is that this is different than what was shown in what Robert described in his presentation. Basically, UCEDC will operate as it is currently with, hopefully, some feedback from Charlie on occasion as needed and anyone from the County as available. Mark Davidson responded that there are projects that Charlie has been working on collaboratively and there are future projects that he will be an important part of. Hopefully, that relationship can continue and perhaps even become closer on some of the upcoming projects such as the recruiting/marketing plan. The money is available to fund this.

Robert Strobe asked if the Board was going to talk about the full board's involvement in hiring an Executive Director. Jeff Puckett asked Robert what his thoughts were. Robert responded that he felt if UCEDC wasn't hiring an Interim Director, it shifts the focus from the E-Board hiring an interim to the full Board recruiting and hiring a full-time Executive Director. Discussion followed with Mark Davidson outlining the procedure that was followed the last time an Executive Director was hired and Robert outlining the process used for Charlie Mitchell. After discussion, the decision was made to have the E-Board review the resumes received, eliminate the ones that don't look promising, and bring the resumes that look promising back to the Board at the September Board meeting. Robert said that if a committee is formed, he would be happy to help with the selection process and putting together some interview questions.

REPORTS

Finance Committee – Mike Poe

Mike Poe reported that he didn't have a report. He has been working out of the office and hasn't had a chance to look at the financial reports. Mike and Violet will get together next week to review the year-end figures, and they will get the year-end reports moving so they can get the financial statements done.

Property Committee – Dale Case

Dale Case reported that the Property Committee had not met since the last meeting, so he had nothing to report except that he did go out and trim the weeds around the sign at the Business Park. Jeff Puckett asked Robert Strobe if the Scott's Heating property was back in the possession of the City. Robert indicated that they are waiting for a call from the title company. The documents have been prepared and sent to the title company and they're just waiting for them to close.

Video Marketing Committee – John Howard

John Howard was not present, so no report. Mike Sanford asked Robert if he and John Griffith had gotten together to work on the script. Robert reported that they had talked a few weeks ago, and he hasn't talked with him since. Dale indicated his feeling is that we need to step up the activity in this area. Robert indicated he would give John a call to see where he's at with this.

Communications/Marketing Committee – Steve Anderson

Steve Anderson reported that the Marketing Committee had not met for about six weeks. They have conducted three of the nine interviews that they plan on conducting. Still have Sterling Savings to meet with. During this current three-month period, they will be meeting with Eagle Freightliner, Alco, Hot Lake Springs, and Avista Corporation. They hope to have these meetings done by the end of September. They have been working with the Membership Committee on a power point presentation to present to the realtors. They just need to get a hold of John Howard and schedule a time to go out and do this. John had recommended doing this in September. Jeff Puckett indicated that attendance is very low at the realtor monthly meetings and that it might be a waste of time to go to their monthly meeting, unless you can get to a multi-listing. Mike Sanford indicated that he had talked to John Howard about getting on their multi-listing, which would be far better attended.

Steve Anderson reported that the strategic plan task has been on hold until things were settled with the corporation. The communications/marketing committee will end up taking on the Business Recruitment and Business Retention tasks. That will include a meeting with the County Commissioners to put together a presentation on an expanded Business Recruitment task. Charlie Mitchell indicated he would help the committee put together a budget. Steve wants to get Mike involved and between Charlie, Mike and himself choose some targeted industries to work on. He would like Charlie's help with this. Dale Case asked if a letter should be sent to the membership to see if anyone is interested in working on this committee. Steve indicated he has a list of individuals that worked on the strategic plan and he plans on making calls to some of them. He also thinks a letter to the membership would be helpful. Charlie has also given Steve the names of a couple individuals who might be interested in working on this committee. Steve will get together with Mike Sanford and draft up a letter to send to the membership.

Membership Committee – Bill Rosholt

Bill Rosholt reported that not much has happened with his committee. They have not had a meeting and they have not been out doing their assignments. Vacation schedules have interfered. Steve Anderson said that some of the contacts their committee will be making on the Marketing Committee will spill over to Membership.

EOU – Tim Seydel

No report

Administrative Assistant Report – Janis Bozarth

- 1) June minutes were sent out to the membership. July minutes were prepared and sent to the Board for review.
- 2) The financial reports were prepared and given to Mike Poe and copies put in the Board notebooks.
- 3) Invoices for August membership renewals were sent out.
- 4) The membership list was updated through July. Renewed members for July were: Horizon Wind Energy, Joseph Petrussek, and Anderson-Perry.
- 5) RFPs were sent out soliciting proposals from local realtors for sales listing and marketing services for the La Grande Business Park. Mike Sanford said UCEDC has not received any responses as of this meeting. The deadline for responses is 9/16/2010.

Steering Committee – Mike Sanford

Mike Sanford reported that the Steering Committee has not met this month.

Executive Report – Mike Sanford

Mike Sanford reported he had presented a request for funding to the County. He was gone for two weeks and spent time catching up on e-mails and got the ad in the newspapers for the Executive Director position.

NEW BUSINESS

No new business

EXECUTIVE SESSION

No Executive Session.

Meeting closed at 6:09 p.m.

Respectfully submitted by:
Janis Bozarth, Administrative Assistant

Note:

Next Board Meeting: Thursday September 16, 2010 at 5:30 p.m.
UCEDC Office at 102 Depot St.

Executive Meeting: Tuesday, September 14, 2010 at 7:00 a.m.

Please note the time change for the Executive Board Meeting and the change of date.