

Union County Economic Development Corporation

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Minutes September 16, 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 Strobe, Steve Anderson, Mike Poe, Jeff Puckett, Howard Perry,
Tim Seydel, Bill Whittemore, John Howard
Absentees: Mike Poe, Mike Sanford
Visitors: Charlie Mitchell

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 August minutes. *Mark Davidson moved the minutes be accepted as written. Jeff Puckett seconded the motion. Motion passed.*

OLD BUSINESS

Forensics Lab Update – Mark Davidson

Mark reported that Mike Sanford had called Randy Wampler and the lab manager in Pendleton. They still want to relocate, but it's on hold at this time because of budget problems

Hiring Executive Director – E-Board

Dale Case reported that the E-Board had met and reviewed the 19 applications that were received. Five applicants were selected for further discussion. The E-Board's recommendation is to proceed as if we're hiring for an interim position. Interviews have been scheduled with the applicants for September 29 and 30. The E-Board is putting together a list of interview questions. The interviews should last approximately one-half hour. Robert expressed his concern that he thought it had been discussed at the last Board meeting that we wouldn't be hiring an interim and that the interview process would be more formal. In reviewing the minutes from the last meeting, they stated that it hadn't yet been determined whether they would be hiring for an interim or permanent position, but that the E-Board would screen the applications and bring back 4 to 5 to the September Board meeting. After discussion of the 5 applicants, Robert expressed his opinion that he felt the full Board should be involved in the interview process. The general feeling of the rest of the Board was that since this was for an interim position, the E-Board could handle the interview process. Robert asked if the intent of the Board was to conduct a second process that would involve the full board before an interim director would become permanent. He indicated that he felt the full board should have involvement in the hiring of an interim director if the intent was not to conduct a separate, formal process. Dale suggested that the E-Board narrow the selection down to two and then bring those two back for a meet and greet with the full Board.

After additional discussion, Steve Anderson moved that the E-Board narrow the selection down to two applicants and then have a meet and greet session with the full board to finalize the final decision. Robert seconded the motion.

Dale asked for further discussion. Robert asked if the Board would object to having Charlie Mitchell sit in on the interviews. *The motion was amended to have Charlie Mitchell sit in on the interviews. Motion passed.*

Discussion followed on the meet-and-greet session. Robert recommended inviting some other community members, such as the Chamber Director. A recommendation was made by Steve to make it simple – coffee and cookies. Steve recommended having the meet and greet before the next E-Board meeting, October 12, so a decision could be made at the October E-Board meeting. After additional discussion, the meet-and-greet session was set for Friday, October 8, with the first one at 5:30 and the second one at 6:30, with each one lasting a half hour and then having a half hour for discussion after each.

Steve Anderson recommended letting the Executive Committee decide the process for the meet and greet session.

Dale summarized that after the E-Board has narrowed the applicants down to two, they will set up a meet-and-greet session on October 8 for the full Board to meet the two final applicants.

Business Park Listing Agent – Dale Case

Dale Case reported that RFPs were sent out and there was one proposal received from Phillip Burling at Ranch n Home.

After discussion and review of the proposal from Phil Burling, Steve Anderson made the motion to accept Phil Burling's proposal to continue to be our listing agent for a six-month period at 5 percent, with an option for an additional six months. Seconded by Mark Davidson. Motion passed.

REPORTS

Finance Committee – Mike Poe

No report.

Property Committee – Dale Case

Robert said the City is now the owner of the lot at the La Grande Business Park, previously owned by Scott's Heating. Discussion followed on cleaning up the lot and Dale reported that there had been a complaint from another business at the Park about the weeds at the lot. He reported that Mike Sanford had asked Joe Sandoz to mow around the edges at the lot. Joe Sandoz injured his back and will take care of the weeds as soon as his back allows him to get on the tractor.

Video Marketing Committee – John Howard

John Howard reported they are back on track with this assignment. He stated that Jon Griffith has been out getting photos, while things are still green, of different scenery, the hospital, etc. Robert Stope said he had recently met with Jon Griffith, and Jon indicated he had sent out an e-mail asking for talking points. Robert is beginning to work on drafting the script. John Howard said he would schedule a Video Marketing Committee meeting for next week.

Communications/Marketing Committee – Steve Anderson

Steve Anderson reported he had prepared a letter to be mailed out to the UCEDC membership asking for membership involvement in the business and retention expansion meetings. The idea is to solicit some new members for the committee from the UCEDC general membership. Charlie Mitchell also gave Steve a list of names to contact of individuals involved with the Chamber. Charlie has recommended having at least 10 on the committee. If they can get this number of people on the committee, then they will hold meetings at least monthly and maybe twice monthly. Currently they hold meetings every three months. He indicated they would like to have additional committee members by the October Board meeting. After a new Executive Director has been hired, he will spend some time with him talking about the Business Recruitment plan and get that back on track. The Executive Board will need to decide how to put together a committee of 4 or 5 people who are willing to go beyond and do some outside business recruitment. He

reported the Communications/Marketing Committee will meet before the next Board meeting.

Membership Committee – Bill Rosholt

Bill Rosholt reported that they haven't done much. Still plan on meeting with the service clubs to present the power point presentation that Steve has put together. Steve indicated that October would be a good month for him to work with Bill on this project.

EOU – Tim Seydel

Tim Seydel reported that the faculty was back working. They're looking at approximately another 500 additional students, 150 on campus. On campus enrollment is approximately 2,000 with total enrollment over 4,000. He indicated that all the housing is full and they're looking at trying to accommodate for some overflow since students are still coming in. He indicated that EOU is getting second looks now, partially because of the economy and Eastern hasn't raised their tuition substantially. The lifestyle offered in Eastern Oregon is also appealing to some students coming from larger cities. They have a new billboard going up by the underpass. Freshman orientation is next week. Classes start on September 27th. The campus tour that was discussed at an earlier Board meeting is set for October 13 – the week of Homecoming, in the morning, touring several of the buildings on campus, and ending around noon with lunch. Tim has prepared an agenda and the UCEDC office will e-mail that to board members to review. The tour will be open to the whole community. Tim suggested he thought it would be a good idea to hold the tour in partnership with UCEDC. Steve Anderson suggested that people attending the tour make a reservation so the University has some kind of idea how many to expect. Robert asked about sending a letter to the membership. Tim said he would prepare a letter that could be sent out to the UCEDC membership. Mark said that this was a good way of showing community support by the University. Tim also said the University would be meeting with contractors on September 29th to explain to them the process to get on their project list.

Administrative Assistant Report – Janis Bozarth

- 1) July minutes were sent out to the membership. August minutes were prepared and sent to the Board for review.
- 2) Violet and Mike Poe made end-of-year adjustments and the financial reports were prepared and copies put in the Board notebooks.
- 3) Invoices for September membership renewals were sent out.
- 4) The membership list was updated through August. Renewed members for August were:
 - Anderson Perry & Associates
 - Community Bank
 - Bill Whittemore
 - Training & Employment

Steering Committee – Mike Sanford

Mark Davidson reported that the Steering Committee hadn't met. Will meet tentatively the week of the 27th.

Executive Report – Mike Sanford

No report.

NEW BUSINESS

Steve asked about getting on the program for the Multiple listing group, when they meet, and how far in advance they would have to let the group know they would like to be on the program. John Howard said the group meets every Wednesday at 8:30. John indicated he could let the group know a week in advance.

Steve will get together with John to set up a date in October when he and Bill Rosholt could put on a 15 to 20-minute presentation to the multiple listing group.

EXECUTIVE SESSION

No Executive Session.

Steve Anderson moved that the meeting be adjourned. The meeting was adjourned at 6:30 p.m.

Respectfully submitted by:
Janis Bozarth, Administrative Assistant

Note:

Next Board Meeting: Thursday October 21, 2010 at 5:30 p.m.
UCEDC Office at 102 Depot St.

Executive Meeting: Tuesday, October 12, 2010 at 7:30 a.m.