

## Combined NOEA Board/Col-Pac EDD Annual Meeting

October 28, 2005

McMenamins Grand Lodge

Forest Grove, Oregon

The following members and guests attended:

Joyce Aho, Col-Pac	Betsy Johnson, OR State Legislature
Mike Avent, Col-Pac	Shirley Kalkhoven, NOEA/Col-Pac
Rich Cook, Col-Pac	Karen Kent, Col-Pac
Val Folkema, NOEA	Mark Labhart, NOEA/Col-Pac
Lylla Gaebel, Col-Pac	Paul Pulliam, NOEA/Col-Pac
Julie Gassner, Col-Pac	Elena Uhing, City of Forest Grove
Mark Gervasi, Col-Pac	Mike Sykes, Col-Pac
Dennie Houle, OECDD	Shawna Sykes, OR Employment Dept
Tony Hyde, NOEA/Col-Pac	Christy Vail, Col-Pac
Greg Jenks, Port of St Helens	Pete Williamson, Port of St Helens

### AGENDA ITEM 1 – Welcome and Introductions

The joint meeting was called to order by NOEA Chair, Val Folkema. Attendees introduced themselves.

### AGENDA ITEM 2 – NOEA Business

Val Folkema called the NOEA portion of the meeting to order.

- Approval of September 9, 2005 Minutes – NOEA will be able to close out the 1999 – 2001 contract with OECDD at the end of December. Uncommitted balances in 2003 – 2005 funds are still at approximately \$145,000. The Board unanimously approved the minutes. (SK/TH)
- Board Member Updates/Appointments – Still needed is updating NOEA membership in Clatsop and Columbia counties. Mary provided Board Member Status Summary for use by the two counties when filling board vacancies.
- 2005 – 2007 Regional Strategy Public Hearings – County public hearings and approval of the Strategy are scheduled for: Clatsop County – November 30<sup>th</sup>, Columbia County and Tillamook County – December 6<sup>th</sup>. The County Commissions will also be approved the new (updated) IGA establishing NOEA on the same hearing dates.
- EDA \$65,000 Grant – The Board voted unanimously to accept the grant. (SK/PP)

### AGENDA ITEM 3 – Col-Pac Business

Mark Gervasi called the Col-Pac meeting to order.

- September 9, 2005 Minutes – The board approved the minutes. (TH/JA)
- Year End Financial Statement – The Col-Pac audit is scheduled for November 22<sup>nd</sup>. Unaudited year-end financials show a the General Fund coming in right at budget, with a positive variance of about \$37,000. The USDA Loan Fund will also post a positive variance (\$44,332), although more loans need to be made to generate revenue for debt repayment. Col-Pac's own loan fund has one loan to Underwater Timber Salvage, and they are beginning to get back on track with their loan payments. The Board approved the Financial Statement (LG/SK)

The Board also approved the following action items:

- Ron Steinke Loan Insurance Assignment – Ron Steinke passed away, and his life insurance is being used to pay off the loan. The insurance company requires a Board Resolution authorizing the Col-Pac Treasurer to accept the release of insurance assignment. The Board authorized Tony to sign the release. (LG/TH)
- Opening a 6 month \$95,000 CD with Wauna Federal Credit Union – Because of the Steinke loan payoff, Col-Pac again will go over our collateralization limit. To open a CD, financial institutions require a Board Resolution authorizing such. The Board authorized opening a 6 month, \$95,000 CD, with Mark Labhart, Tony Hyde and Mary being the signatories. (LG/SK)
- Signatories on Col-Pac Checking accounts – Current signatories are Col-Pac's three officers: President, Vice-President and Secretary Treasurer. Because Col-Pac's officers are selected from each of Col-Pac's

- counties, there is only 1 officer available locally to sign checks. While in some months the scheduled Col-Pac Board meeting or NWACT meetings where more than one Col-Pac officer is in attendance occurs close enough for signing of month end checks, this is not always the case. The Board approved adding Mary McArthur as a signatory to the checking accounts as a second signature when needed. (PP/LG)
- EDA \$65,000 Grant – The Board voted unanimously to work in partnership with NOEA on the grant. (LG/PP)
  - Col-Pac Workplan Update – The Board approved the following amended workplan. (TH/LG)
    - Col-Pac Finances
      - Increase membership dues
      - Stabilize EDA funding
      - Explore other funding opportunities, eg, other grants, fee for service activities
      - Increase Col-Pac’s Revolving Loan Fund
    - Col-Pac USDA Intermediary Relending Loan Fund
      - Loan out \$250,000 in funds over next 12 months
      - Work to ~~ensure no~~ minimize loan losses in next 12 months
    - Commercial/Industrial Lands Database
      - Add 10 new properties to the database
      - Explore database marketing opportunities
    - Technical Assistance
      - Working with Technical Committee define project funding criteria
      - Fund business technical assistance
      - Fund economic development capacity-building activities
      - Provide support for industry cluster development activities
    - Other
      - Continue to develop the NW Oregon website in areas of outreach and communications
      - Continue involvement in NW Oregon collaborative economic development activities such as NWACT, GERT, Workforce Investment Board, Oregon Association of Economic Development Districts
  - Election of Board of Directors and Col-Pac Officers
    - 2005 – 2006 Board of Directors – The Board voted unanimously to approve the 2005 – 2006 Board of Directors including the addition of Julie Gassner with MTC and the Workforce Alternate to Joyce Aho and moving Pete Williamson the voting position for the Port of St Helens. (TH/EU)
    - 2005 – 2006 Officers – The Board voted unanimously in favor of the following officer slate: Lylla Gaebel – Chair, Mark Labhart – Vice-President, Tony Hyde – Secretary Treasurer, Elena Uhing – At Large. (PP/SK)
  - Other Business
    - The Board agreed to move the meetings around to more cities to encourage more local memberships.
    - Another press release will be sent out on the NW Oregon Industrial Lands Database
    - Elena suggested and the Board agreed that Col-Pac will look at having a booth at next year’s League of Cities conference.

AGENDA ITEM 4 – NW Oregon Regional Partnership Fall Forum

Following adjournment of the NOEA Board meeting and Col-Pac Annual Meeting, the Fall Forum commenced.

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Val Folkema, NOEA Chair

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Lylla Gaebel, Col-Pac President

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Shirley Kalkhoven, Regional Partnership Chair

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Recorded: Mary McArthur, Staff