

San Juan County  
**Economic Development Council**

November 18, 2010

**APPROVED MEETING MINUTES**

**Attending:**

Board members: Patty Miller, Jim Hooper, Liz Illg, Cathy Cavanagh, Steve Hushebeck

By phone: Lance Evans, Alan DiBona, Bruce Gregory

Guests attending: Peggy Bill (ARC coordinator), Candace Jagel, Jack Yelverton, Jeff VanDyke, Michelle Loftus, Gary Franklin

Excused: Ralph Hahn, Marilyn O'Connor, Peggy Long • Recorder: Victoria Compton

Topic	Key Discussion Points and Agreements	Actions and Next Steps
Call To Order	The meeting was called to order at 9:05 a.m.	
Introduction	Introduction to guests Jeff VanDyke, Michelle Loftus, Jack Yelverton, and Gary Franklin	
President's Report	<p>Patty: Thanks to Jim and Victoria for transition. Working on bylaws, and policies/procedures manual, will have done by next board meeting. Patty urges board to work on EDE in coming year. This will help County &amp; Town Councils become more clear about where funding should go, particularly .09 funding.</p>	<ul style="list-style-type: none"> <li>• Patty will have financial statement and recommendations done by 12/1 /10 finance committee meeting.</li> <li>• Patty/Jim/Victoria will have bylaws done by next board meeting.</li> <li>• Patty will get white papers from Charlie on transportation and broadband.</li> </ul>
ED Report	<p>Victoria: 146 businesses have come to 9 classes – 6 in just the last two months. Big kudos and thanks to board members Jim Hooper, Cathy Cavanagh and Bruce Gregory who have taught/will teach classes. Four EDC clients are already working with finance partners who were at the Biz Finance Seminar. There will be an EDC ribbon-cutting ceremony at San Juan Supplements' grand opening on 11/20. VC/PM/JH asked SJC Council for additional funding for classes in 2011. Part of request was to complete reporting for County Auditor. Quarterly report to the State was done in October. As funding was cut retroactively, we have about \$1500 less to work with. Went to the Visitors' Bureau lunch. Met with Patti Brook/Dept of Commerce. Our funding from the State will be cut 50-100% as of 7/1/11. Also expect additional 5% drop next spring thru 6/30. This means that even now, our budget from the State has been cut 22%. EDC budget is 60% State-funded.</p>	<ul style="list-style-type: none"> <li>• We need to be clear about what goes into 2011 contracts with SJC, TOFH, POFH and POL.</li> <li>• For 2011 – consider writing a press release on contractor liability.</li> </ul>

	<p>Lighter news: we already have 3 classes scheduled for the spring.</p> <p>Website overhaul will be done by 12/31/10.</p> <p>Almanac will be done by 12/31/10.</p> <p>Businesses report that Summer 2010 was better than '09, but that fall is troubled. Lance from Orcas Chamber concurs. Cathy says that contractors are doing better than '09, but that work is slowing this winter; the hospital project should help a bit.</p> <p>We are starting to work on 2011 contracts.</p>	
ARC Coordinator Report	<p>Peg: ARC awarded grant for a strategic plan from the WA State Office of Farmland Preservation in July 2010. Land Bank was originally the party signing with the ARC as subcontractor, and Mulno Cove Creations as sub-sub-contractor.</p> <p>As it stands now, San Juan County would like the EDC to act as the subcontractor, overseeing the work with Peggy Bill/ARC and Mulno Cove Creations.</p> <p>Peg/the ARC asks the EDC to do so.</p> <p>EDC will bill Land Bank for time/materials spent by Peg Bill and Mulno Cove Creations.</p> <p><i>Jim moves</i> that the board approve a contract with the Land Bank re the Office of Farmland Preservation grant implementation, pending the receipt of a letter from the Land Bank that documents the process and history that was followed by all parties, including the prosecuting attorney's office.</p> <p><i>Liz seconds</i> the motion.</p> <p><i>In favor:</i> Jim, Liz, Bruce, Cathy.</p> <p><i>Abstaining:</i> Patty Miller, Lance Evans, Alan DiBona</p> <p>More news from ARC: WSU Cultivating Success program could be run through EDC for business planning classes.</p> <p><i>Liz moves</i> that we sanction proposal for business planning classes.</p> <p><i>Jim seconds, all in favor.</i></p>	<ul style="list-style-type: none"> <li>• <b>M/S/P:</b> EDC will approve OFF contract upon receipt of letter from Land Bank.</li> <li>• Peg will get a letter from the Land Bank outlining the procedures that they have followed.</li> <li>• EDC could charge accounting fee – Cathy suggests 5%.</li> <li>• Jim will sign the contracts as EDC's board rep.</li> <li>• <b>M/S/P:</b> The EDC will sanction a proposal by WSU for business planning classes.</li> </ul>
Nominating Committee Report	<p>Liz is glad that we have our distinguished guests – urges those interested in EDC activities to talk to her more about what it means to serve on the board.</p>	
Report on Transportation	<p>Liz: County is pursuing the Human Services Transportation. Includes: new vehicles for seniors, taxi vouchers for low-income residents, mobility coordination person.</p> <p>Liz is coordinating SJ statistics from WaDOT freight survey on WSF.</p> <p>A spot is available on the WashDOT Transportation Commission – big commitment.</p> <p>Patty suggests that the EDC proposes a name to County Council to fill that spot.</p> <p>Scenic Byways steering committee is happy with draft</p>	<ul style="list-style-type: none"> <li>• Liz will send link to statistical survey on WaDOT site, VC will forward to board. <i>V-done</i></li> </ul>

	<p>corridor management plan. Coming up for public comment in January, 2011.</p> <p>A statewide group of ferry users is calling for regional meetings. 12/11 in Anacortes.</p> <p>David Mosely will be here on 12/14/10.</p>	
Report on Broadband	<p>Patty: expecting white paper from Charlie.</p> <p>VC: did some research on funding sources – not much is available that CenturyLink doesn't already have.</p>	
Approval of Minutes	<p>Cathy moved to approve October minutes; Jim seconded; all in favor.</p>	<p><b>M/S/P:</b> Minutes approved.</p>
Review of Financials	<p>VC: the October financials need work before board approval.</p> <p>Patty: finance committee will meet 12/1 to work on financials and budgets for 2011.</p> <p>Jim: we need to create separate accounts for EDC/ARC to have better financial clarity.</p> <p>Cathy: volunteers to help with this.</p> <p>Patty: asks board to send ideas and philosophies to the December finance committee meeting.</p>	<ul style="list-style-type: none"> <li>• Finance committee will meet 12/1.</li> <li>• Cathy will help with financials.</li> <li>• Board will send ideas to committee before then.</li> </ul>
Continued Business/Correspondence	<p><i>Permanent Farmers' Market:</i> it's too late to send a letter/op-ed piece.</p> <p><i>Enterprise Advisory Service:</i> Jack Yelverton proposed an organization similar to SCORE, but different for the SJC biz environment, which would help businesses starting or expanding. It would act as an ad hoc resource to the EDC, only working on projects brought to it by the EDC. No charge for services, no revenue, no expenses. Would keep thorough records of interactions with businesses/individuals. Volunteers with EAS would be covered under insurance policies of EDC. Jack is very flexible on what it will be called, etc. There would be no involvement in product development, legal issues, or tax issues. Members of the EAS who became involved with businesses would resign from the EAS.</p> <p><i>Jim moves</i> that we support Jack Yelverton in moving the organization of the EAS ahead on a pilot basis, under a different name.</p> <p><i>Patty seconds.</i></p> <p><i>All in favor.</i></p> <p>Jack will come to the next meeting with a new name and a charter.</p>	<ul style="list-style-type: none"> <li>• <b>M/S/P:</b> EAS will begin organization under the auspices of the EDC.</li> <li>• VC will send EAS info to Gary Franklin.</li> </ul>
New Topics	<p>Patty resigns as the President. Cathy moves to accept resignation, Liz has questions, all in favor.</p> <p>Jim will immediately assume the position of Board President.</p> <p>Steve: coordinating for Leadership San Juans. There is still space available.</p>	<ul style="list-style-type: none"> <li>• Jim is now Board President</li> </ul>
Announcements	<p>Next meeting – December 15, 8:30-11:30, venue TBA</p>	
Meeting adjourned 11:00		

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