

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, April 1, 2013**

BOARD MEMBERS PRESENT: Cohen, Elzemeyer, Green, Meredith, Robinson, Warner, Witte

BOARD MEMBERS ABSENT: Ahaus, Clark, Guiley, Hackman, Smith

STAFF PRESENT: Shaffer, Doty, Geres, Hutchison

GUESTS PRESENT: Burns, Denny – Wayne County Commissioner
Oler, Ron – Richmond City Council
Plasterer, Jeff – Wayne County Council
Ronald, Louise – Palladium-Item
Sowers, George – Attorney for EDC

CALL TO ORDER

Board Chair Robinson called the meeting of the Board of Directors of the Economic Development Corporation of Wayne County, Indiana to order at 4:02 p.m. on Monday, April 1, 2013, in McDaniel Hall room 1147 at Ivy Tech Community College in Richmond, Indiana.

EDC STAFF REPORT

Geres – Geres reported the annual meeting would be held on Monday, May 6, 2013 at Forest Hills Country Club with the reception starting at 3:30 pm and the annual meeting call to order at 4:00 pm. She also reported on the leases for the printer, company vehicle, and postage machine. The printer was paid off in March and the EDC now owns the equipment. The Toyota is set to expire in July. The postage machine lease is set to expire in September and the EDC would not be leasing a new postage machine.

Doty – Doty reported both on her staff report and the Marketing and Communications committee meeting. She showed the board and guests the EDC's LinkedIn page and encouraged others to follow it. She reported on the IMPA annual partner meeting she attended. There she heard an overview of IMPA's projects, activities, and programs partners can take advantage of. The meeting was wrapped up with Paige Webster of Foote Consulting giving an overview of current trends in the site selection business. She also reported the committee is looking into creating a social media policy and once that is established, she'll create a Twitter account for the EDC.

Shaffer – Shaffer reported there were 2 new attraction projects and 3 BR&E visits in March. Two out of the three BR&E visits went well; the other company had experience layoffs. She reported the IAMC conference she attended was a great networking opportunity with site selectors and had met 3 consultants interested in bidding on the RFP for the development of the strategic plan. She reported the CNG project continues to move forward. There are 3 investors she's been working with and has conducted 2 site visits to look at viable properties. The next step will be to make follow-up calls to companies and gain a loose commitment on how many vehicles will use the station to ensure we have enough demand to warrant such a station. She also reported the skills gap initiative through Ivy Tech continues to move forward. Along with Ivy Tech, WorkOne and the Chamber of Commerce, she helped develop a 20 question survey that would be sent out to 100 Wayne County employers. The results should be back in May and from there they will plan a follow-up meeting and start discussions on what skills gaps are there and what training programs will work best for our region. Finally she reported on the strategic planning process stating she's completed an RFP, has forwarded it to the board and elected officials for input, and is working out the details of the budget for a consultant.

COMMITTEE REPORTS

- A. **Industrial Park** – Cohen reported Steve and Denny updated the committee on discussions with the WWRSD - that they are in a position to handle the initial capacity needs of Sugar Creek. He said they also discussed the strategic plan and heard an update on the CNG project.
- B. **Finance** – Robinson reported the committee reviewed the general ledger, held a discussion about contributing to the EGG Restore Richmond campaign, and talked about the current phone services. The committee had decided the EGG campaign was a good, positive thing, but it did not meet the requirements for a grant. They decided to recommend it to the marketing committee to help with the marketing efforts of the campaign.
- C. **Executive** – Robinson reported the committee reviewed the Office Pride service agreement and recommended to present it to the full board for approval. They also listened to updates and discussed the EDIT qualifications, the annual meeting, the city of Richmond's EDIT contribution, and the strategic plan.

APPROVAL OF MINUTES

Robinson stated the minutes from the March 4th, 2013 board meeting were on pages 2 - 5 of the board packet and allowed time for the board to review them. *Motion by Green, second by Witte to approve the minutes from the March 4th, 2013 monthly Board of Directors meeting. Motion carried.*

TREASURER'S REPORT

Elzemeyer reported the EDC continues to be under budget. He reported the EDC was under budget \$14,544.38 MTD and \$42,050.09 YTD. He reported many of the items over budget were ones paid on a quarterly basis and would catch themselves up over the course of the year. He noted the financials still show the \$6,100 for soil borings that would come out once the project is complete. He said there was nothing out of the ordinary or unexpected to report on. Elzemeyer ran through the account summary as of March 31, 2013: Operating - \$98,986.11, Silver Eagle - \$76,965.15, Discretionary - \$65,320.41, Grant Administration - \$6,466.23, and Escrow - \$5,012.98. *Motion by Green, second by Witte to approve the March 2013 financial statement as presented. Motion carried.*

OTHER BUSINESS

A. Office Pride Service Agreement

Shaffer reported that Geres had reported on the change in service from Office Pride last month and now that we have the agreement, she would need approval from the board to sign it. Changes included coming once a week and dropping the fee from \$175 to \$108 per month. *Motion by Cohen, second by Elzemeyer to approve the contract as presented. Motion carried.*

B. EDIT Grant Qualifications

Shaffer reported on the final changes to the EDIT grant qualifications. The guidelines now read that a company must meet 3 of the 4 following requirements: organization is creating or retaining a minimum of 5 full-time equivalent jobs, minimum starting wage for each created or retained job is 50% above the state minimum wage excluding benefits, organization must invest a minimum of \$250,000, and training grant requests fund programs that provide employees with certifications and/or transferrable skill sets as determined by the EDC Board of Directors. *Motion by Elzemeyer, second by Green to approve the EDIT grant qualifications as presented. Motion carried.*

ADJOURNMENT

Robinson adjourned the meeting at 4:30 p.m.

NEXT BOARD MEETING – Annual Meeting, Monday, May 6, 2013, at Forest Hills Country Club, Richmond, Indiana 47374. Reception at 3:30 p.m. and meeting at 4:00 p.m.