

**COLUMBIA COUNTY
ECONOMIC DEVELOPMENT CORPORATION (CCEDC)**

**Minutes of the Executive Board Meeting
Wednesday, June 9, 2010**

**CCEDC Office
711 East Cook Street, Suite 202
Portage, WI 53901**

I. Agenda

Meeting was called to order by President Carl Vander Galien at 6:30 pm

Members in attendance were: John Tramburg, Russ Sunde, Matt Gorsuch, Robert Becker and Carl Vander Galien. A quorum was established.

Excused because of City of Portage scheduled meeting: Marty Havlovic

Absent: Debra Byars

Staff in attendance: Nancy Elsing, CCEDC Executive Director

Moved by John Tramburg to approve agenda; second by Russ Sunde. Motion passed on voice vote.

II. President's Report

New CCEDC President Carl Vander Galien was warmly welcomed by the Executive Committee Members present. Carl mentioned he will let Nancy and Carmen get their jobs done. He also mentioned he hoped he will be well received...

III. Meeting Minutes

Moved by John Tramburg to approve the Minutes of the April 14, 2010 Executive Committee meeting; second by Robert Becker. Motion passed on voice vote.

IV. Treasurer's Report

Moved by Russ Sunde to approve the Treasurer's Report; second by John Tramburg. Motion passed on voice vote.

V. Old Business

AD HOC AND STANDING COMMITTEE REPORTS

Marketing Committee – fundraising: Better procedure needed that includes at least the following:

- 1) Call and make an appointment with the company who will be requested to make a contribution
- 2) Selected Board Members will meet with the company personnel at the scheduled time
- 3) Follow-up letters will be mailed
- 4) Thank you letters will be sent

Website Committee – New CCEDC website is up and running. Easy for Carmen to work with site and the Columbia County Management Information Services (MIS) Department who assisted with establishing the site and continues to provide information when necessary.

Tourism Committee – Robert Becker will be added to the Columbia County Tourism Committee (CCTC)/Visitor’s Bureau (CCVB) mailing list. The Committee meets the first Friday of the month unless otherwise determined. Robert is the Treasurer of the CCTC/CCVB.

Revolving Loan Fund Committee – A committee meeting was scheduled on June 9 to meet with William (Chuck) Bounds/Ethos LLC and Amy McBride. The meeting was cancelled as Bounds requested he be allowed to meet with the committee next month and McBride withdrew her application.

BUSINESS INCUBATOR – City of Portage is waiting for the Economic Development Administration (EDA) to approve their selected contractor in order to proceed.

VI. New Business

THRIVE new Website and CCEDC Membership – Nancy is scheduled to attend a meeting on June 16 to obtain more information on the Synchronist system.

Committee appointments: – President Vander Galien requested the Executive Board to assist in appointing committee members. The committee appointments follow:

CCEDC STANDING COMMITTEES:

Executive Committee

President *Carl Vander Galien*
First Vice-President *Russell Sunde*
Second Vice-President/Columbia County
Board representative *Matt Gorsuch*
Treasurer *Robert Becker*

Secretary *Marty Havlovic*
Columbia County Board Representative *John Tramburg*
Past President (Ex-official) *Debra Byars*

Finance Committee:

Robert Becker, Chair,
John Tramburg
Russell Sunde

Personnel/Policy & Procedures/Actions Committee

Carl Vander Galien, Chair
Andy Ross
Rog Severson
Jim Struck

RLF Committee:

Carl Vander Galien, Chair
John Tramburg
Russell Sunde
Matt Gorsuch
Robert Becker
Marty Havlovic
Andy Ross

CCEDC AD HOC COMMITTEES:

Internet, Website and Newsletter Committee:

Matt Gorsuch, Chair
Carl Vander Galien,
Marty Havlovic
Ken Ebnetter
Curt Walters

Retention, Expansion & Special Events (Includes Business of the Year Awards Program and Annual Meeting):

Marty Havlovic, Chair
David Schneider
Brian Bjorge
Curt Walters
Rog Severson
Robert Davis

Marketing Committee:

Matt Gorsuch, Chair
Andy Ross,
Rog Severson

*Steve Oosterhouse,
Barb Link
Glen Smits*

Tourism Committee:
Robert Becker, Liaison

Strategic Plan Committee (Review Annually):
*Russell Sunde, Chair
Matt Gorsuch
David Hughes*

Incubator Task Force: *Executive Committee, etc*

2011 Work Plan –Carl Vander Galien requested that the Goals/Work Plan be renamed to Actions and Activities. An Actions and Activities plan as recommended by the Personnel/Policy& Procedures/Actions Committee will be presented to the Board of Directors for their approval at the July 20 meeting.

2011 Budget (for July 20 CCEDC Board Meeting): The finance committee will meet to recommend a budget for the July 20 Board of Director’s meeting. The population at the Columbia County Health Care facility will be deducted from the population of Wyocena and the prison population will be deducted from Portage.

- a. Staff will provide copies of the end of the year financial statements for 2008, and 2009, and Year to Date budget expenditures
- b. Staff will provide a list of the undesignated funds to the Committee

CCEDC Registered Agent (see Board of Director’s list) – An agent for the Wisconsin Nonstock Corporation reports is the person who can be contacted for the Corporation. Moved by Robert Becker to appoint Nancy Elsing as the Registered Agent; second Russ Sunde. Passed on a voice vote.

Townships Population – A community population list was presented to Finance Committee Chair Robert Becker, as requested, needed by the Finance Committee to prepare a budget.

- a. John Tramburg has been talking with Fall River regarding a 2011 Contribution
- b. Nancy is to propose dates to Chair Henry Elling to establish an evening time to meet with the Columbus CDA. Both John Tramburg and Carl Vander Galien volunteered to attend a scheduled meeting.

Summer Intern: A summer intern position was discussed including duties, who would be working with the intern and the amount of time needed. Bringing an intern to CCEDC at this time was tabled.

VII. Executive Director’s Report

Executive Director Elsing gave a report of her activities and discussed them with board.

VIII. Next Meeting: Chair Carl Vander Galien asked that the meeting time be changed from Tuesday, July 13 to Tuesday, July 20, 2010. Meeting to be held in the Village of Friesland. Per the request of Greg Smithback, he and his partner Cynthia Jaggi will be allowed to present information for 20 minutes at the July 20th meeting.

IX. Adjourn

Moved by Robert Becker to adjourn at 9:20 pm; second by Matt Gorsuch. Passed on a voice vote.

Approved

Respectfully submitted:

Carl Vander Galien, President

Nancy Elsing, Secretary Pro Tem