

**BITTER ROOT ECONOMIC DEVELOPMENT DISTRICT  
MEETING MINUTES OF November 25, 2008**

**Press Box  
Missoula, Montana**

Board Present: Jean Curtiss, Greg Chilcott, Ed Childers, Tom Gorman, Jim Debree, BJ McComb  
Others: Charlie Wright, Jessica Anderson, Wolf Ametsbiechler, Marcy Allen, Kelly Yarns.

**CALL TO ORDER:** Jean Curtiss called the meeting to order at 12:30 p.m.

**PRESENTATION:** Arnie Sherman, Executive Director of the Montana World Trade Center presented on his organization. The Montana World Trade Center works with individual subscriber firms to expand their international market share and to increase the overall participation of Montana businesses in international markets. Arnie suggested that creating an internationally recognized “Made in Montana” brand would increase demand for Montana products. One of the main impediments to international trade for Montana business is a lack of knowledge by business owners and a lack of infrastructure (ie. a shipping container stop for MRL). Arnie also pointed to greater investment by local and state government as important to building a core critical mass of qualified employees to draw business to the state

**APPROVAL OF MINUTES:** Greg Chilcott moved to accept the minutes of the September 2, 2008, meeting Tom Gorman seconded. Motion carried unanimously.

**FINANCIAL REPORT:** Marcy Allen presented Q1 report for FFY09.

Marcy Allen presented profit and loss and cash flow statements Q1 FY2009 in a new Quickbooks Format.

Tom Gorman made a motion to approve the Q1 FY2009 financial and BJ McComb seconded it. Marcy Allen spoke about how Quick Books will allow her to track funding sources and expenditures more easily. She suggested that a committee be formed to reconcile the books with her monthly. The Executive committee agreed act as the financial committee. This committee will review and approve the monthly financial statements via email between the 15<sup>th</sup> and 20<sup>th</sup> of each month. Greg Chilcott made a motion to approve the changes, Tom Gorman seconded and it was unanimously carried.

Jessica Anderson offered a letter of support from Denny Rehberg’s office for any federal grants BREDD may apply for.

**PRESIDENT’S REPORT:**

- There are two board vacancies. The board needs representatives from local government in Ravalli county and a private sector representative from either Ravalli or Missoula counties. It was expressed that more women on the board would be good.
- There was no report from the Nominating Committee. They continue to work on developing new board members. The committee is as follows: Greg Chilcott, Jean Curtiss, Jim Debree.

**ED REPORT:**

**OLD BUSINESS:**

- The Montana Sustainable Building Center has their 501c3 status. They also have a Section8 HUD application in DC which is expected to take 12 to 18 months. Marcy Allen and Jessica Anderson will meet later to discuss Denny Rehberg’s office writing a letter of support for the project. The project has MRA designs in and 3 tenants for the 4G’s building.

- Marcy Allen has not received an update about Restore Montana.
- The Communications infrastructure study was denied a grant from the Big Sky Trust Funds but Angie Nelson strongly encouraged BREDD to reapply. Charlie Wright added that projects with companies lined up and a real trajectory will have an advantage with the Big Sky Trust Fund. Cellular One, Bresnan, BridgeMaxx, Blackfoot and the three counties have pledged support. Marcy reported that there are other counties (Granite and Powell) seeking this type of study. She will look into to building a broader study region. Either way she plans to reapply if the partners are in agreement.
- Marcy reported that the change to private internet service is complete and BREDD has a new laptop workstation in her office, a wireless printer and new email addresses.

#### NEW BUSINESS:

- Marcy Allen proposed to change the grant assistance policy. The board discussed the policy and decided to change it to “A one-time fee of \$500 will be assessed to cover expenses (approximately 10 hours of time). Successful grants greater than \$50,000 will also be assessed a fee of one-half percent of the total grant awarded. Waiver or modification of this fee can be approved by the executive committee” Greg Chilcott moved to approve the change. Ed Childer seconded and the motion carried unanimously.
- The EDA has changed the 2009 Work Plan and Budget due date to December 15, 2008. Greg Chilcott moved to approve the work plan and budget contingent on email/telephone approval poll once they are completed. Ed Childer seconded and the motion carried unanimously.
- Marcy Allen reported that the EDA has also decided to fund economic development districts via a lump sum payment once every three years. Jean moved that we reply communicating that Missoula County cannot budget its matching funds outside of the fiscal year and BREDD cannot function on that basis. Greg Chilcott seconded and the board approved unanimously.
- Marcy Allen informed the board that the intern has been helpful and is currently under the previously approved budget. Greg Chilcott moved to approve funding for a spring semester intern, B.J. McComb seconded and the motion carried unanimously.
- Marcy Allen reported that BREDD is compiling a list based on the CEDS and the 2008 Annual report of infrastructure projects in the District but specifically focused on the EDA assistance qualified Mineral and Ravalli counties. The Department of Commerce has compiled a statewide list of such projects in anticipation of the Obama administration’s promised infrastructure stimulus package. In collaboration with the local engineering firm WGM we will identify and catalog potential projects, their status and any assistance needed to move forward. Jessica Anderson offered information from Denny Rehberg’s office on the status of the infrastructure stimulus package.
- Marcy Allen said the Department of Labor has three \$25,000 Regional Innovation Grants available to align workforce with economic development organizations. BREDD has partnered with several other ED organizations to submit an application Applications are due December 3<sup>rd</sup>, 2008.

**ADJOURN:** The meeting adjourned at 3:00 p.m. Jim Debree made a motion and Kevin Chamberlain seconded. Unanimously adopted