

# BREDD, Inc

*Serving Mineral, Ravalli and Missoula Counties*

**BITTER ROOT ECONOMIC DEVELOPMENT DISTRICT  
MEETING MINUTES OF MAY 17, 2007  
Held at MonTEC Conference Room  
1121 East Broadway  
Missoula, Montana**

Those present: Jean Curtiss, Ed Childers, Steve Green, Rosalie Cates, Sally Johnson, Kit Sutherland, Julie Foster, Dick King and Marcy Allen.

**CALL TO ORDER:** Jean Curtiss called the meeting to order at 3:15 p.m.

**APPROVAL OF MINUTES:** Rosalie Cates moved to accept the minutes of the January 25, 2007 meeting and the notes from the March 15, 2007 meeting. Steve Green seconded. Motion carried unanimously.

**FINANCIAL REPORT:** Marcy Allen reviewed the Budget and Expenses of the BREDD through March 31, 2007 and the proposed budget revisions to the 2006 EDA grant. Sally Johnson moved to accept the reports, as presented. Ed Childers seconded. Motion carried unanimously.

**PRESIDENT'S REPORT:**

- President Curtiss welcomed the new Board members, Ed Childers, representing the City of Missoula, and Steve Green, representing the City of Hamilton.
- She informed the Board that a 90 day extension to the CEDS document has been granted by EDA, due to the delay in hiring the BREDD's Executive Director, Marcy Allen.
- The Nomination Committee of Jim DeBree, Rosalie Cates and Sally Johnson will review the EDA requirements for Board membership and present nominees at the June Board meeting.
- Recommended Restated By-Laws of BREDD, which conform to EDA and 501(c) (3) requirements, were distributed to the Board, with final approval required by June 30. Board members with any further suggested changes should send those possible changes to Marcy by June 1.
- Rosalie Cates moved to adopt the Amended and Restated Articles of Incorporation for the BREDD, Inc., proposed by the BREDD's attorney. Steve Green seconded. Motion carried unanimously.
- Ed Childers moved to adopt the Conflict of Interest form for Board members to sign. Steve Green seconded. Motion carried unanimously. The signed forms will be maintained by the BREDD office.

- President Curtiss reviewed the FFY 2007 EDA budget and proposed match for 2007. Letters of Commitment from the organizations providing a match to the EDA grant are needed by May 25. Dick King distributed a letter from the Montana Department of Commerce concerning the work plan of the CRDC, questioning whether or not CRDC funds could be used as match for BREDD. He suggested a meeting with the Department of Commerce for clarification.
- A three year work plan is required to be submitted to EDA by June 1<sup>st</sup>. Ed Childers moved to have the Executive Committee approved the plan for submittal. Rosalie Cates seconded. Motion carried unanimously.

#### **COORDINATOR REPORT:**

- Coordinator Marcy Allen reviewed the draft 2006-2007 EDA Project Workplan with the Board.
- Chris Allen (no relation) has been hired to assist with creating the CEDS document. Several strategy committee meetings have been held. A revised timeline for completing the CEDS project was distributed.
- NW Area Foundation is funding a Wage Benefit update for the BREDD area.
- John Webb has been hired to create a website for the BREDD organization. He came with outstanding references and experience and is preparing a WEB page that will be easy to update, along with an e-newsletter template.
- Board members need to provide Marcy with a short bio for the web page.
- Jean Curtiss and Rosalie Cates are reviewing a job description and employee manual for the Executive Director position.
- Marcy updated the Board on the pilot project, WAGE and BENEFIT METRIC SURVEY and ANALYSIS as a Regional Impact Assessment Tool for Economic Development for Missoula, Ravalli and Mineral Counties.

**ADJOURN:** The meeting adjourned at 5:10 p.m.