

**BITTER ROOT ECONOMIC DEVELOPMENT DISTRICT
MEETING MINUTES OF May 27, 2008
Press Box
Missoula, Montana**

Board Present: Jean Curtiss, Ed Childers, Tom Gorman, Kevin Chamberlain, Jim Debree, BJ McComb

Others: Marnie Criley, Wolf Ametsbiechler, Chris Allen, Marcy Allen

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

PRESENTATION: Marnie Criley and Chris Allen presented to the board the Restore Montana organization. The organization is a network of diverse industry across the state interested in promoting the restoration economy. The network spun out of the 2006 Restoration Economy meeting that the Montana Governor held in Billings, MT. The group will be a knowledge network to promote and educate people about the restoration economy. The board had concerns about the intent of the group. Questions such as; How do we define restoration? How does restoration economy and increased sustainable systems work together? Are we duplicating efforts with the DNRC office of restoration? The board decided to table the issue until August's board meeting where they would have more information. Marcy will send the board a business plan, the taxonomy of the restoration economy, a directory of members, an update, and a revised letter of support from BREDD. Jim made a motion to revisit support of Restore Montana after the above is reviewed by the board at the August board meeting. Ed Childers seconded the motion and it was unanimously carried.

APPROVAL OF MINUTES: Jim Debree moved to accept the minutes of the February 26, 2007, meeting Ed Childers seconded. Motion carried unanimously.

FINANCIAL REPORT: Marcy Allen presented the changes to be submitted to EDA for the FFY08 Budget. Kevin Chamberlain made a motion to approve the changes, Tom Gorman seconded and it was unanimously carried.

Marcy Allen presented budget reports for FFY08 Q3. Tom Gorman made a motion to approve and BJ McComb seconded and the motion was unanimously carried.

Marcy Allen presented the budget for FFY09. Money was budgeted to assist with new financial process; concerns were mentioned around the increased cost of travel, though no changes were suggested. Ed Childers made a motion to approve the FFY09 budget and Jim Debree seconded the motion and the motion was unanimously carried.

PRESIDENT'S REPORT:

- There currently 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

- Nomination were presented for officers: Jean Curtiss-President, Robert Struckman-Secretary, Greg Chilcott- Vice President, Jim Debree-Treasurer. A motion was made to approve the presented officers by Kevin Chamberlain; a second was made by Tom Gorman. The motion was unanimously carried.
- Jean asked that they board approve the RBOG and Big Sky Trust Fund applications for the Communication Engineering Study. BJ McComb made a motion to approve the application for the Communication engineering study, Tom Gorman Seconded the motion. The motion was carried unanimously.
- Jean suggested that we should research added bylaws that would allow us to vote by email because of resent difficulty in getting the board together to vote on business that needs immediate attention and can not wait for scheduled board meetings.
- Jean suggested that we need to have a document showing the work BREDD does and the importance of supporting these efforts to take back to the counties. Marcy will write up some bullet point and Jean will compose the document.

ED REPORT:

OLD BUSINESS:

- We have a final application into EDA for the Mineral County Challenge. We have a preapplication into EDA for the Montana Sustainable Building Center. We should hear shortly on both of these.
- Marcy Allen presented the Administrative Fees. She suggested that there be two types of fees. One for the administration of a grant (Administrative Fee) and another for assisting with grant applications. She suggested a 5% administrative fee. The board suggested might be restrictive at a later date and the following language was approved. BREDD will charge, a 5% administrative fee up to the maximum allowed by the granting entity. Grant application assistance language remained the same. Tom Gorman made the motion to approve the Grant Administrative Fee and the Grant assistance fee as policy. Ed Childer seconded it and the motion was carried unanimously.
- The board has asked Marcy to set up a policy manual and Marcy after some research decided to keep a policy folder until there were enough policies to justify an manual.

NEW BUSINESS:

- A proposal to set up quickbooks, establish process for financial reporting. This will include ensuring that BREDD has everything in place for future potential audits. Kevin Chamberlain made a motion have the Executive Director make a decision on whether to accept or decline Doyle and Associates proposal if its within the \$1000 dollar range. Ed Childer seconded it and the motion was unanimously carried.
- Marcy Allen stated that interest has been expressed by a student, Amy Gordon, taking a grant writing class to assist with Big Sky Trust Funds application. A motion was made by Ed Childers to approve the assistance from Amy Gordon with the BSTF. Jim seconded and the motion was unanimously carried.
- Marcy presented the scope of work for FFY2009. BJ made a motion to approve the scope of work and Jim seconded. The motion was unanimously carried.

- ED toured Ravalli County Businesses with Julie Foster. Bitterroot Machine (Gun parts, Airbus & Boeing lock nuts), Hulls Diary (A digester is being installed that will run all the power needed for the diary), WildFibre (light weight cement r and d facility, also sells Wildfibre-a filament added to cement to strengthening integrity), Montana Cider Works (Orchard and Hard Cider operation), Trapper Peak Winery (Dandelion Wine, Mead operation), Wildwood Brewery(A zero emissions brewery). Marcy would like to do this type of tour with other counties.

ADJOURN: The meeting adjourned at 3:10p.m. Jim Debree made a motion and Kevin Chamberlain seconded. Unanimously adopted