

Cedar County Economic Development Commission

May 20, 2014

5:30 PM

Meeting Minutes

Roll Call

Board Members Present: Pam Spear (Board Chair-Tipton), Greg Wagner (Vice Chair-Stanwood), Jon Bell (Cedar County Board of Supervisors), Wayne Deerberg (Cedar County Board of Supervisors), Pat Hasenbank (Clarence), Doug Beland (Durant), Adam Sandberg (Mechanicsville)

Staff Present: Lisa Decker (Office Manager/Marketing Assistant)

Guests: Leanne Zearley (Alternate-Tipton), and Sue Hall (Reporter-Tipton Conservative), Brian Perry (ISU Community Development Specialist) and Dr. Deborah Tootle (ISU Associate Professor of Sociology)

Chair Pam Spear called the meeting to order at 5:30 PM.

Agenda Additions/Agenda Approval

- Pat Hasenbank made a motion to approve the ammended Agenda adding discussion of insurance under Old Business and Other discussion under New Business. Motion carried.

Communications

- Brian Perry, ISU Community Development Specialist and Dr. Deborah Tootle, ISU Associate Professor of Sociology gave a "Board Boot Camp" presentation on Iowa Principles and Practices for Charitable Nonprofit Excellence. Some of the topics of the presentation and group discussion were:
 - i. What is the Purpose of a Board
 - ii. Structure and Function of Boards
 - iii. Clarifying Job Descriptions
 - iv. Board Duties and Responsibilities
 - v. Improving Board and Organizational Effectiveness
- The materials and discussion also covered defining duties of the Executive Director, Secretary, and Treasurer of a board, important document definitions, legal and ethical responsibilities, and fiduciary responsibilities. Board members thought the presentation was interesting and informative.

Consent Agenda

- The March minutes and financial reports were presented. A motion was made by Doug Beland, seconded by Greg Wagner to approve. Motion carried.

Unfinished/Old Business

- Chairman Spear asked if becoming a corporation (501(c)3) would be more likely to shelter individual Board members in case of a lawsuit. More research is needed and it will be put on the agenda for next month to get quotes for insurance for a 501(c)3 status.

New Business

- A sample of FY12-13 audit from Auditor of State was presented for review. Greg Wagner, made a motion, seconded by Jon Bell to approve. Motion carried.
- CCEDCO will have a booth at the Cedar County Fair July 9-July 13. A banner was purchased that will be on the fair grounds and CCEDCO promotional items will be distributed. Any businesses that would like to have coupons or promotional items at the booth are to contact CCEDCO Office Manager.

- QuickBooks was purchased from Latta Harris. It was suggested to start using it for FY14-15 and enter history as time allows.
- After reviewing CCEDCO website pages, Adam Sandberg suggested a new photo and initial paragraph for the "About Us" page and links throughout the website. He also suggested putting a paragraph somewhere on the website informing businesses about the fair booth.
- Michael Gould, from Iowa Economic Development Authority, contacted CCEDCO about coordinating a business for Governor Branstad to visit in the area on Wednesday, June 18. He will plan to stay about an hour, but is unsure of a time frame. After some discussion, it was decided CDS Global would be a good business for the visit. The Office Manager will contact them.
- An e-mail was received from Pam Hinman, from CRMEA about "Building Swagger" commercials for the surrounding counties. Two unique businesses from each county were submitted to be in the commercial. Acciona and Dick's Guitar, both from West Branch, were suggested by the Executive Director. Some thought it would be best to have one business from West Branch, and maybe one from Tipton. It was decided to have North Cedar Recycling/Cedar Poly and Dick's Guitar from Cedar county be the featured businesses. The Office Manager will call Pam about the proposed changes.

Announcements

- The next Board meeting is Tuesday, June 10.

Reports

Executive Director

- There was no report.

Office Manager/Marketing Assistant

- Many updates and organizing of documents were made to the website, including the Higher Education page, CCEDCO page, adding columns to simplify the list of documents.
- Attended several Webinars.
- Volunteered for mock interviews at Tipton High School through Workplace Learning.

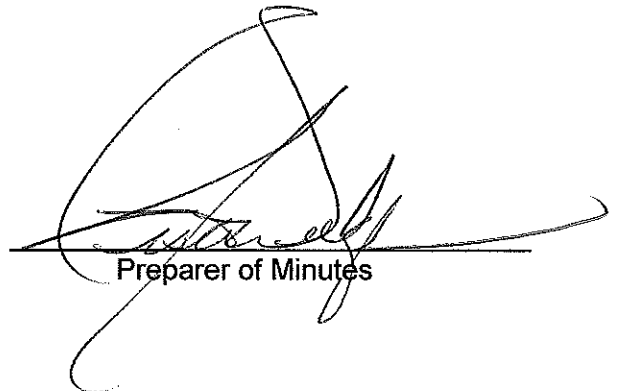
City Reports

- There were no city reports.

Adjourn

- With no further business, a motion was made by Greg Wagner and seconded by Jon Bell to adjourn at 7:15 PM.


 Board Chair


 Preparer of Minutes