



AGENDA

**Tuesday, November 11, 2014 – 5:30 PM
Cedar County Extension Office**

- 1. Call to Order – 5:30 PM**
- 2. Roll Call**
- 3. Agenda Additions/Agenda Approval**
- 4. Communications**
- 5. Consent Agenda (1 motion to approve all * items)**
 - a. *Approve Minutes
 - b. *Approve Financial Reports
- 6. Unfinished/Old Business**
 - a. Directors & Officers Insurance quotes
 - b. Bylaws
 - c. Discussion of Board expectations of Executive Director's position
 - d. Other
- 7. New Business discussion and possible action on**
 - a. "Shop Local" campaign
 - b. Other
- 8. Announcements**
 - a. Next meeting – December 9th
 - b. Other
- 9. Reports**
 - a. Executive Director
- 10. City Reports**

Adjourn

Please report CCEDCO Board meeting information to your councils, thank you.

Cedar County Economic Development Commission
October 14, 2014
6:00 PM – Cedar County Extension Office
Meeting Minutes

Roll Call

Board Members Present: Pam Spear (Board Chair-Tipton), Jon Bell (Cedar County Board of Supervisors), Doug Beland (Durant), Pat Hasenbank (Clarence), Adam Sandberg (Mechanicsville), Leanne Zearley (Tipton)

Staff Present: Rod Ness (Executive Director), Lisa Decker (Office Manager)

Guests: Sue Hall (Reporter-Tipton Conservative), Annette Shipley (ISU Extension Regional Education Director)

Chair Pam Spear called the meeting to order at 6:00 P.M.

Agenda Additions/Agenda Approval

- Jon Bell made a motion, seconded by Doug Beland to approve the Agenda. Motion carried.

Communications

- None

Consent Agenda

- The September minutes and financial reports were presented. Doug Beland made a motion, seconded by Pat Hasenbank to approve. Motion carried.

Unfinished/Old Business

- After attending a Webinar on Directors and Officers Insurance, Chair Pam Spear and Jon Bell agreed a policy is needed for CCEDCO Board members. The Office Manager will have quotes for the next meeting. Jon Bell added maybe the County insurance carrier would cover CCEDCO accepting them as part of their group. LeAnn Zearley will get the phone number for Judy Funk at Risk Management Solutions for the Office Manager to contact and look into.

New Business

- CCEDCO moved into a larger office on October 3rd with the help of Chair Pam Spear and Jon Bell.
- The Office Manager was unable to locate any existing Bylaws. Samples of Bylaws from other similar organizations were presented to review. Jon Bell said CCEDCO needs to determine what they want to do for Bylaws and keep it general. Adam Sandberg added there are templates available on the internet that could be used as a starting point. The Executive Director will start looking at creating new Bylaws. He feels it would be good to have them for credibility.

Announcements

- The next Board meeting will be November 11th at the Extension Office meeting room starting at 5:30.
- Jon Bell stated he would like to have the Board and the new Executive Director get together and go over goals and expectations. It was suggested Annette Shipley, as the ISU liaison to CCEDCO, meet with the Executive Director and discuss the position's direction.

Executive Director's Report

- The New Executive Director talked about what he would like to bring to CCEDCO. His thoughts are to build on existing businesses strengths and assist them in them getting help where needed so they can achieve their goals. There are many challenges for small businesses that have been in place for some time. He believes in slow and sure progress with creativity being incremental to success. He would also like to see the Office Manager get more involved.
- The Executive Director and Office Manager will be working on a "Shop Local" campaign for Cedar County to coincide with "Small Business Saturday" on November 29th. He is confident if the community can grow from people that business growth will follow. In today's world, you can start and run a business from almost anywhere. If we can create a place people want to be, they will come. Economic growth starts with seeing yourself in a way you have never seen yourself before. Adam Sandberg agreed saying making small town life attractive to city dwellers is important. The Executive Director also added in the near future he would like to host a conference to get city leaders to start thinking of what the next generation wants and to make downtowns more appealing to attract people. It is important to visualize goals and deliver a message.

Office Manager/Marketing Assistant Report

- Received a call from an individual wanting to open a new organic business and is interested in 20-30 acres of bare land. This information was passed on to the development group from each city.
- Attended Open Coffee on October 9th at the TEDCO office.
- Working on a "Shop Local" campaign with Executive Director.

Adjourn

- With no further business, a motion was made by Doug Beland and seconded by Jon Bell to adjourn at 7:00 PM.

Board Chair

Preparer of Minutes

Cedar County Economic Development Commission

Balance Sheet

As of October 31, 2014

ASSETS - Checking/Savings

Checking	3,114.54
Interest Bearing	210,376.64
Marketing	<u>7,880.11</u>

Total Checking/Savings **221,371.29**

OTHER ASSETS

Clarence Loan 1	3,250.00
Clarence Loan 2	2,000.00
Schroeder Restitution	<u>62,958.77</u>

Total Other Assets **68,208.77**

TOTAL ASSETS 10/31/14 **289,580.06**