

To: *Governance Committee Members*

Re: *Minutes of June 8, 2021*

*Present:* Dr. Kris Duffy – Chair of Committee  
Alex Rotolo – Member  
Mike Pratt-Member

*Absent:* Chris Barden - Member

*Staff:* Jim Siplon - President  
Linda Oldenburg - Economic Development Coordinator  
Amy Potter – Marketing & Communication Director

On June 8, 2021, at 3:30 p.m. the Governance Committee of the Economic Development Corporation was held via a Zoom. The following items of business were discussed

**I.** **Welcome & Call to Order:** Committee Chair Dr, Kris Duffy welcomed committee members and staff and called the meeting to order at 3:32 p.m.

**II.** **Old/New Business** –Governance Committee minutes from May 11, 2021, were reviewed , and a motion was made to approve by Mike Pratt, seconded by Alex Rotolo and carried unanimously. President Siplon stated that staff is completing a board member binder for everyone on the board. There is a board member requirement form that breaks down all important training required when meetings are held and policies that need to be signed and sent back to Linda at the EDC office. We have made the decision to issue the board binder, to each member annually so that you always have a current version of it for reference. Once our new board members receive their binders, Linda will reach out and schedule a time to go over the binder with them.

Marketing and Communication Director Potter discussed how EDC is moving away from the event-based membership and those types of benefits, we were talking more about constant communications, and talking how to meet on a regular basis, how we can have some small workshops and forums that our members can feel included on what going on in the community. Renewal letters went out with the new tier level structure, a note describing everything we are going to do moving forward and how to stay in contact with them.

President Siplon wrapped up with that we are trying to stay very much on message about the fact that we are seeking greater engagement in smaller numbers. We are looking to host sessions on the things we are working on, on their behalf, and economic issues of the day. We are thinking 25 to

50 people at a time, certainly monthly at least initially probably more than once a month. But we need the space to be able to do that, that is obviously another conversation that we are having. Regarding metrics, we will have a measure around traditional business activities that I will be working on with intern Michael Schrammel. Amy Potter is developing draft metrics on housing and membership and John Wheatley is developing draft metrics on broadband. We have another intern named Kaylee Frank who is working part-time primarily providing content and pictures for our online platforms and communications. We also have a family member Johns daughter; Laura is here helping us digitize Ed's files. In the few days that she has been here she has literally emptied the giant file cabinet in Ed's old office. Laura has made a remarkable impact in a short period of time. We should begin the formal process of identifying potential candidates to replace Chris Barden's seat, we should at least expect two iterations.

**III. Executive Session:**

**IV. Adjourn** -With no further business to come before the Governance Committee, a motion is made by Alex Rotolo seconded by Mike Pratt and carried unanimously to adjourn the meeting at 4:11 p.m.