

ECONOMIC DEVELOPMENT ALLIANCE OF LINCOLN COUNTY  
BOARD OF DIRECTORS MEETING  
DRAFT MINUTES

Thursday, March 4, 2021, 3:32 pm  
Zoom Meeting

Members Present: Abbott, Bailey, Dahl, Hunt, Lewis, Roy, Ryslinge, Smith (quorum reached)  
Staff: Schuytema

1. **Agenda Review:** No changes to the agenda as presented
2. **Minutes:** Bailey moved, and Abbott seconded a motion to approve the February 4, 2021 minutes. The minutes were approved unanimously.
3. **Treasurer's Report:** Smith not on Zoom at start of call. Schuytema indicated several changes to the report format – rotating all pages so that none are sideways, including the actual bank balances, and pulled check register directly from bank, rather than QuickBooks, so that it's a primary source. Schuytema indicated that he needs to connect with Fitzsimmon's office to get guidance on the best way to report payroll expenditures in QuickBooks. Schuytema also indicated that our PPP came in more than expected – was anticipating \$18,600 and it came in at \$31,100, which is EDALC's actual burn rate.

Smith joined the meeting in progress and offered some additional information. The balance sheet was not included in this report. Schuytema noticed some differences between the actual balances and the balance sheet when he took over running the report from the Office Manager. Smith indicated that Paul needs to work with Fitzsimmon's office to get the accounts reconciled in QuickBooks so the balance sheet is more accurate. Smith noted that with the late Q4 TLT funds, we are pretty close to our anticipated and budgeted income.

Smith also noted that there would not be much budget impact for the new position going forward, depending on when the new person is hired, but he feels confident with the budget numbers. Schuytema pointed out that the balance sheet mismatch doesn't indicate missing funds – but that the organization actually has more money in the bank than is being reported.

4. **Update on Project Associate Position:** Schuytema has been keeping the Executive Committee apprised of his work to reallocate the Office Manager's time, and he asked the board if they had any questions or clarifications on the need to move in a new direction – there were no questions.

Schuytema indicated the materials he included in the packet relating to the job. The job advertisement has been posted on Indeed, Craig's List and the chamber sites in Newport and Lincoln City. Ryslinge asked for clarification that the job was actually going to have "boots on the ground" rather than being fully virtual – Schuytema said yes, in office and in county is expected.

5. **Board of Directors Matrix Discussion:** Schuytema shared his screen to display a second-draft of the Board of Directors matrix that was discussed in the Strategic Alignment committee. He indicated that an initial draft had some demographic info in there, but there was some push back – and maybe it's not needed for a small organization like EDALC. Ryslinge said the matrix conveyed what was discussed and pointed out that there will be some work done in the

background to determine which of the matrix rows need to be covered in an ideal board. She added that there is a difference between needed soft skills and general sector knowledge. She indicated that she's not a fan of just "ticking a box" with regards to DEI issues, but making sure we have meaningful connections to the communities we wish to serve, such as the Latino small business community. Lewis indicated that the aquarium has a similar board matrix template that she'd be willing to share. Ryslinge pointed out that there is a strong business case for diversity. She stated that if you bring everybody together, then the group is too large to get concrete steps.

6. **Economic Development Discussion Groups:** Schuytema indicated that he's in the early stages of putting together a list (he shared it on screen) of economic development stakeholders that can come together regularly to quickly and efficiently share what they are up to – he stated that this grew out of some conversations with the North Lincoln County Economic Development Discussion Group. Ryslinge said it could be a useful exercise to take this list and break it up into groups – she had three: the doers, the funders and the facilitators. Perhaps different convening of those groups with different sets of questions for each. Bailey discussed how many of the problems and challenges groups have are not unique and developing a knowledge base of past efforts so we're not reinventing the wheel would be valuable.
7. **Executive Director's Report:** Schuytema spoke on some upcoming efforts and he hopes to have the new Project Associate on board in two weeks or so – there is much work to be done, such as posting listings to Oregon Prospector, that he doesn't have the bandwidth to do solo.
8. **Board of Director's Updates:** Ryslinge talked about the welding program and support for the maritime efforts (O2IH) – and the first graduates are coming out of the Grow Your Own teacher education program. Hunt said that the county's re-envisioning of its economic development efforts hasn't been getting the attention it deserves – due to budget talks and some new hiring, including a new County Administrator position. He stated that housing is a critical issue in all aspects of the county – and a focus group will be created. Perhaps there could be a housing guru position created, perhaps housed under EDALC. Hunt thanked Roy for her service on the county budget committee. Roy indicated that an already hard housing situation is getting worse with the prices continuing to rise. Lewis is happy that the aquarium is open and we're in low risk – but they still aren't going to full capacity. They are looking to apply for a shuttered venue operator's grant – a federal program. Dahl stated on the port side that they have Lorna Davis back in the community replacing Bud Shoemake. Dahl Disposal is working with GP on their Juno recycling project. Abbott talked about a new hire that has moved to the area.

Bailey adjourned the meeting at 4:57 pm.