



Board of Directors Meeting Minutes April 25, 2019

ATTENDED

Board:

Molly Coston, CWEDA Chair, COW
Shannon Turk, CWEDA Vice Chair, COC
Larry Keister, CWEDA Secretary/Treasurer, PCW
Mary Templeton, WSD
Jennifer Baker, CREDC
Steve Marshall, CSD (for Jeff Snell)

Liaisons

Steve Hogan, COC
Ray Kutch, COW

Ex-officio

Pete Capell, COC
Jen Forsberg, CWEDA CFO, COW
David Ripp, CWP
David Scott, COW

Staff

Rene' Carroll, CWEDA support

EXCUSED:

Paul Dennis, CWEDA President/CEO
Max Ault, WSU

Approval of Minutes

Chair Molly Coston called the meeting to order at 3:34pm and requested approval of the March 28, 2019 draft minutes. Steve Marshall motioned to approve them as presented. Larry Keister seconded. Motion was passed.

Monthly payable report

Jen Forsberg presented the new payable report totally \$2,319.58. The report was distributed to the Board earlier in the week. The new process is for her to collect invoices and present a monthly report for Board approval. This will provide additional visibility for the Board in to the operations of CWEDA. Jen mentioned there is no W-9 for Cascade Consulting on file so that invoice is still outstanding until Paul returns and can submit one. As Treasurer, Larry will oversee the checkbook and credit card. Larry made a motion to make the payments as presented. Shannon Turk seconded the motion. Motion was passed.

Molly asked for a motion to approve pursuing both liability insurances discussed at the last meeting. The executive committee will review options, approve purchase and provide information back to the Board on what was done. Larry made a motion for the Executive Committee to take that action and Mary seconded. Motion was passed.

Web updates

Rene reported that five RFPs were received for web and visual assets by the deadline. Per direction from Molly, the vendors were informed that we are waiting to make a decision for new CWEDA leadership to be named and for more clarity on how the organization will be structured.

There was discussion around the need for foundational decisions before creating the new website, so it is prudent to hold off on the process. There was agreement that there is still a need for CWEDA to have its own web presence regardless of the governess that is established.

The vendors will be given the chance to revise their proposals for costs and scope if there is a long delay or significant changes in our expectations once a direction is agreed to.

In the meantime, Rene can make only modest updates to the site since no backend technical support is readily available.

Transition Planning

The Board held a discussion of considerations and next steps in the transition plan for CWEDA with the resignation of Paul as President/CEO.

A decision was made for the Ex-officio board members meet as a non-quorum subcommittee to develop options and strategies for moving CWEDA forward. This work will be due by the May Board meeting. It is considered an ambitious schedule, but the goal is to not let CWEDA languish.

Jennifer Baker will assist the group in the planning work. She noted CREDC is available to help for continuity and pointed out their recruitment work is not mutually exclusive. The CWEDA projects described by Paul are also known to CREDC so it would be easy to offer some continuity during the interim.

It was pointed out that communication to funding partners on any new organizational concept for CWEDA will need to take place.

Molly asked for:

A recommendation on recasting of the CWEDA organization

A timeline to implement the transition

A recommendation on what interim support would come from CREDC

And a plan to work with Paul on transition of project information

Good of the order

Kim Noah suggested the Port's insurance company be approached for a bid on liability insurance.

Jennifer offered to review the CWEDA strategic plan and provide a match for where the two organizations' plans intersect.

There was discussion about the school districts' interest in CWEDA. Their need is to keep a lens into the future of the community for population growth and jobs. They are developing authentic relationships and partnerships to have an impact on work force development and prepare students. They see a need to strengthen that employment pipeline. There is more and more interest in careers directly from high school and our districts have interest in understanding opportunities in our community.

Rene will need to change contact information on the website once there are decisions on where those inquiries are to be directed.

Adjourn

Meeting was adjourned at 4:20 pm

Next Meeting

CWEDA's next meeting will be schedule for May 23, 2019 at 3:30pm. Rene will send out a Calendar invite.

Respectfully submitted,
Rene' Carroll
April 28, 2019