

Minutes
Meeting of the RREDC Board of Directors
October 28, 2013

- I. **Call to Order and Flag Salute**
Chair Mike Newman called the meeting to order at 6:30 p.m.
Present:, Julie Fulkerson, Nancy Koke, Sue Long, Mark Lovelace for Virginia Bass, Ken Mierzwa, Mike Newman, Bruce Rupp, Alex Stillman, Dave Tyson, Bill Wennerholm, Mike Wilson, John Woolley
Absent: Virginia Bass, Kevin Benjamin, Tyler Holmes, Michael McKaskle, Frank Wilson
Staff Present: Don Ehnebuske, Virginia Fisher
Guests: Jon O'Connor, Humboldt Bay Tourism Center
- II. **Approval of Agenda and Minutes**
M/S/P: Rupp/Wilson to approve October 28, 2013 agenda and minutes of Sep. 23, 2013. Ayes: 11, Noes: 0, Abstain: 1. Motion passed.
- III. **Public input – for non-agenda items**
None
- IV. **Program**
Jon O'Connor, co-owner, Humboldt Bay Tourism Center
The Humboldt Bay Tourism Center is a for-profit business consisting of an interactive tour booking site, a retail store featuring locally made products and an oyster, cheese, wine, beer, and chocolate bar. Jon and his partners intend to bring the business to profitability in two years, and then transfer ownership to another entity or person.
- V. **Financial Reports: September 30, 2013**
M/S/P: Wilson/Stillman to approve the financial reports as presented. Motion passed unanimously.
- VI. **Reports – no action required**
 - A. Loan Portfolio Report: September 30, 2013: Report submitted; no action needed.
 - B. Executive Directors Report: Report submitted; no action needed.
 - C. Executive minutes of Sep. 12, 2013: no action needed
- VII. **Old Business**
 - A. **Charter Air Service Feasibility Study Update:** The Air Charter Feasibility Study will be a joint project of RREDC and an HSU business intern. Input will be solicited from local and regional individuals in the aviation community.

B. PG&E Grant Update: PG&E has granted RREDC \$25,000 develop a manufacturers network to substitute local products for packaging materials made outside of the county. Maureen Hart will perform the work with RREDC acting as supervisor and grant administrator.

A change is needed on page 4 of the contract with Maureen Hart; in paragraph four, under "Ownership of Documents", the final word will be changed from CONTRACTOR to COMMISSION."

M/S/P: Wilson/Woolley: to accept the PG&E grant and execute the contract, with changes, with Maureen Hart. Motion passed unanimously.

VIII. New Business

A. **Auditor Recommendation – Board Oversight:** RREDC auditor, Mark Wetzel of David L. Moonie, has recommended an additional procedure for approving timecard and reimbursements for the RREDC executive director. Recommended was that a RREDC board member review the reimbursement forms and to verify correct expense categories for the timecard. The board declined to take action at this time/on this matter.

IX. Member Reports

Reporting were City of Arcata and City of Trinidad.

X. Agenda requests for November 25, 2013 meeting: Closed session for update on status of J.R. Stephens Inc.

XI. Adjourn

The meeting adjourned at 8:00 p.m.

Respectfully submitted:

Bonnie Smoller
Recorder

Mike Newman
Chair