

ANNUAL MEETING - MINUTES

DATE: April 5, 2011

PLACE: Conference Room
Building #119
Kincheloe, MI 49788

MEMBERS PRESENT: Earl Kay, Chair
Patricia Benoit
Richard Brawley
Dan Dasho
Leisa Mansfield
Larry Palma
James Quinnell
Richard Timmer

MEMBERS ABSENT: Aaron Hopper

EDC STAFF PRESENT: Kathy Noel
Paula Adams
John Trembl
Tami Beseau

OTHER PERSONS: Judy Hendrickson, MI WORKS!
Erin Marra, MI WORKS!
Jesse Knoll, County Commissioner
Don McLean, County Commissioner

I. CALL TO ORDER - Meeting was called to order, by Chairman Kay, at 4:15 P. M., with a quorum of the membership in attendance.

PLEDGE OF ALLEGIANCE

II. PRESENTATION OF MINUTES - MOTION by Director Quinnell, supported by Director Timmer, approving the minutes of the Regular Meeting of March 1, 2011, as presented. Motion carried.

III. PUBLIC COMMENTS - No public comments offered

IV. COMMITTEE REPORTS -

A. Executive Committee - Chairman Kay reported that the committee had met on March 22, 2011, and briefed on matters discussed by the group.

1) The committee had reviewed existing EDC policies:

Collections Policy - MOTION by Director Dasho, supported by Director Benoit, approving the EDC Collections Policy as amended. Motion carried.

Conflict of Interest Policy - no amendments, date reviewed will be noted

Fraud Policy - MOTION by Director Benoit, supported by Director Quinnell, approving the EDC Fraud Policy as amended. Motion carried.

Travel Policy - MOTION by Director Timmer, supported by Director Brawley, approving the EDC Travel Policy as amended. Motion carried.

Purchasing Policy - no amendments, date reviewed will be noted.

2) MOTION by Director Quinnell, supported by Director Benoit, authorizing the purchase of Loctite Fixmaster (concrete repair materials), from Fastenal, as a cost not to exceed \$6,121.07 (which includes shipping). Motion carried.

3) MOTION by Director Benoit, supported by Director Timmer, approving the report of the Executive Committee. Motion carried.

IV. COMMITTEE REPORTS (cont'd)

B. Finance Committee - Committee Chair Benoit reported that the committee had met on March 15, 2011:

1) MOTION by Director Benoit, supported by Director Quinnell, approving February payable vouchers, #082 - #139, including payroll, totaling \$189,117.71. Motion carried.

2) MOTION by Director Benoit, supported by Director Quinnell, approving February financial statements. Motion carried.

3) MOTION by Director Benoit, supported by Director Brawley, approving the report of the Finance Committee. Motion carried.

C. Airport Committee - Committee member Quinnell reported on matters discussed during the monthly meeting of March 16th.

1) The March 16th committee minutes were corrected to reflect the fact that committee member Quinnell had called the meeting to order, not committee Chair Brawley.

2) MOTION by Director Quinnell, supported by Director Brawley, approving a design engineering contract, with Mead & Hunt, for an aviation fuel farm, totaling \$18,348.92. Motion carried.

3) MOTION by Director Quinnell, supported by Director Mansfield, approving the report of the Airport Committee. Motion carried.

D. Joint Advisory Committee - No meeting

E. Brownfield Committee - No meeting

IV. COMMITTEE REPORTS (cont'd)

F. Staff Report - Noel briefed on matters contained within the monthly report.

1) MOTION by Director Benoit, supported by Director Mansfield, approving the purchase of a used 2002 Chevy 3/4 ton, 4 whl drive, truck from Rodenroth Motors, at a cost not to exceed \$12,500.00. Motion carried.

2) MOTION by Director Timmer, supported by Director Benoit, approving Authorized Depositories, Resolution #2011-#01. On a roll call vote, motion carried unanimously.

3) MOTION by Director Timmer, supported by Director Benoit, approving the March staff report. Motion carried.

V. NEW BUSINESS -

A. Nominating Committee - Director Benoit reported that the committee recommendation is that the current slate of officers be nominated for the 2011/2012 year:

Earl Kay, Chair
Pat Benoit, Vice Chair & Corporate Treasurer
Richard Brawley, Corporate Secretary
Kathy Noel, President
Paula Adams, Chief Operations & Finance Officer
Tami Beseau, Administrative Assistant

Chairman Kay called three (3) times for nominations from the floor, there being none; MOTION by Director Benoit, supported by Director Quinnell, that a unanimous ballot be cast for the current slate of officers. Motion carried.

V. NEW BUSINESS (cont'd)

B. Chairman Kay made the following standing committee appointments:

Executive- Chair Kay, Directors Benoit, Dasho & Quinnell
Finance - Chair Benoit, Directors Brawley & Quinnell - Chairman Kay ex-officio
Airport - Chair Brawley, Directors Hopper, Mansfield & Quinnell - Chairman Kay ex-officio
Brownfield - Chair Benoit, Directors Dasho & Timmer - Chairman Kay ex-officio

C. MOTION by Director Brawley, supported by Director Timmer, that the 2010/2011 EDC Meeting Schedule be approved as presented. Motion carried.

VI. OLD BUSINESS - Noel referred the attendees to the Annual Report contained within the agenda packets, and briefed the Directors as to the report's content. Noel's concluded her annual report presentation by complimenting the high level of dedication, professionalism and the quality productivity of the EDC staff.

VII. ADJOURNMENT - MOTION by Director Benoit, supported by Director Palma, that the meeting be adjourned. There being no further business before the group, Chairman Kay declared the meeting adjourned at 5:00 P. M.



Earl Kay, Chairman of the Board

5-3-11

Date Approved



Richard F. Brawley, Corporate Secretary