

# Northwest Oklahoma Alliance



## Board Meeting

Wednesday, June 25, 2008

10:00 a.m. – 12 Noon

Northwest Technology Center

Incubator Conference Room & IETV & Conference Call

Alva, Oklahoma

### Minutes

1. Call to Order – Meeting was called to order by Sonja Cook. Members present: Cook, Barclay Holt, Brian Gaddy, Mark Faulkenberry, and Patti Wilber. Members absent: Nicole Boyles and Vicki McCune.
2. Recognition of Guests – Cook recognized guests Neal Williams, Oklahoma Department of Commerce, and Matt Gard, Fairview.
3. Approval of minutes of previous meeting – Minutes were presented for approval. Holt made the motion to approve; seconded by Gaddy. Roll call vote: Cook, yes; Holt, yes; Gaddy, yes; Faulkenberry, yes; Wilber, yes. Motion carried.
4. Discussion/possible action to accept resignation of Nicole Boyles as board member- Communications were received from Nicole Boyles resigning from the NWOA Board. Faulkenberry made the motion to accept her resignation; Holt seconded. Roll call vote: Cook, yes; Holt, yes; Gaddy, yes; Faulkenberry, yes; Wilber, yes. Motion carried.
5. Discussion/possible action regarding appointment of Matt Gard to fill the vacant board position - Matt Gard via telephone conference was introduced to the board. Holt made the motion to designate Gard to fill the vacated position; Gaddy seconded. Roll call vote: Cook, yes; Holt, yes; Gaddy, yes; Faulkenberry, yes; Wilber, yes. Motion carried.
6. Discussion/possible action regarding Accounting & Financial Services Agreement with High Plains RC & D – Faulkenberry reported that the agreement between NWOA and High Plains RC&D was executed. The agreement includes compensation for accounting services to High Plains at \$175/month with six months of \$1,050 due to them. Gaddy made the motion to make payment of \$1,050 for accounting services to date; Holt seconded. Roll call vote: Cook, yes; Holt, yes; Gaddy, yes; Faulkenberry, yes; Wilber, yes. Motion carried.
7. Discussion/possible action regarding 2008 budget – No current updates were presented. The board was reminded that the financial strategy identifies items submitted by each committee in the budget for expenditures. These items include insurance, accounting services, web site, and contracts. Any additional expenses would need to come from the specific committee to raise such funds through grants, sponsors, etc. or seek board approval to spend from the general funds for such activity expense. The intent is that all categories under NWOA be self supporting.  
To date, the primary source of revenue for NWOA is the membership fee. Each member must continue to maintain and grow NWOA's membership to meet the fixed costs.

8. Discussion/possible action regarding board insurance – Three quotes were discussed regarding D&O insurance. For past events, the facility location of NwOA events has carried insurance. The D&O insurance includes \$1,000,000 coverage and standard language for this type of group for insuring. Quotes included: Schuessler Insurance Agency, \$800; Aylward – Hoberecht Insurance Agency, \$700; and Philadelphia Insurance Company, \$1,426. After discussion, Gaddy made the motion to accept the quote from Aylward-Hoberecht Insurance Agency; Holt seconded. Roll call vote: Cook, yes; Holt, yes; Gaddy, yes; Faulkenberry, yes; Wilber, yes. Motion carried.

9. Discussion/possible action regarding NwOA trade show booth/display – Board discussed the need for NwOA to have a trade show booth display. Monies were budgeted to purchase such a display. After discussion regarding types of display, the pop-up displays used by many vendors were favored. Gaddy will work on content for four such displays and present this at the next board meeting.

10. Discussion/possible action regarding NwOA website – Cook reported that McCune is working on the web site and the revised web site is now online. An updated membership list is needed for updating to the web site and Wilber will send it to McCune. It was suggested to include a “Members Only” section on the web site. The web site is a vital communication tool for NwOA. Once completed, NwOA’s web site will include: calendar, community events, meeting agenda/minutes archive, membership list, budget, membership application, by-laws; blogs, board bio and pictures, and links to relevant economic development sites.

11. Committee reports:

a. Finance – Faulkenberry reported NwOA YTD income of \$14,147.16; expenses, \$10,860.04; net income, \$3,287.64. June expenses include \$70 postage and PO Box rental. Members were reminded that a W-9 must be completed for anyone paid more than \$600 total for the year. Current bank balance is \$25,328.14.

b. Communication – No report.

c. Membership – Membership revenue to date is \$4,110. Discussion followed on the focus to continue membership drive and the benefits of joining NwOA. Suggestions were made to follow up on lapsed memberships and seek new members for regional collaboration.

d. Business Retention, Expansion & Recruitment – Gaddy reported on the possibility of organizing this fall a meeting to bring businesses together for determining industry needs. This conference would target workforce issues and include businesses, high school counselors, students, colleges, and technology centers as a means to connect businesses with potential employees. Discussion followed. Gaddy will report to the board updates at the next meeting. Members also discussed surveying alumni from the educational systems to identify opportunities and needs.

e. Special Needs – Cook reported the importance of targeting our youth and involving them in regional development.

f. Legislative – No report.

g. Events – Matt Gard will serve as chair of this committee.

12. Discussion/possible action in regards to committee updates. No action taken.

13. Discussion/possible action regarding NwOA meeting dates. The board discussed meeting dates and meeting frequency of monthly versus quarterly board meetings. After discussion, Holt made the motion for the NwOA Board to meet quarterly with the next meeting for

September 17 at 10:00 am. Faulkenberry seconded. Roll call vote: Cook, yes; Holt, yes; Gaddy, yes; Faulkenberry, yes; Wilber, yes. Motion carried.

14. New Business – High Plains RC&D will be hosting an Eastern Redcedar Conference, July 8-9, in Oklahoma City with Terri Brix serving as one of the speakers. Everyone was encouraged to attend.

15. Adjournment –Meeting adjourned at 11:40 am.