

# Northwest Oklahoma Alliance



## Board Meeting

Thursday, March 27, 2008

10:00 a.m. – 12 Noon

Northwest Technology Center  
Incubator Conference Room & IETV  
Alva, Oklahoma

### Minutes

1. Call to Order - Meeting was called to order by Barclay Holt. Members present: Barclay Holt, Brian Gaddy, Mark Faulkenberry, Vicki McCune, and Patti Wilber. Members absent: Sonja Cook, Nicole Boyles, and Neal Williams.
2. Recognition of Guests – Melissa Washmon, Northwest Electric Cooperative, was recognized.
3. Approval of minutes – Minutes from the January meeting were reviewed. Gaddy made the motion to approve; Wilber seconded. Roll call vote: Holt, yes; Gaddy, yes; Faulkenberry, yes; McCune, yes; Wilber, yes. Motion carried.
4. Discussion/possible action regarding Accounting & Financial Services Agreement with High Plains RC & D. – Faulkenberry informed the board that the HP RC&D had approved the MOU with a minor change in one sentence. The change does not contain any significant alteration to the original agreement. Members reviewed the MOU's major points. Discussion followed. Faulkenberry made the motion to approve the MOU pending the approval of the sentence modification; McCune, seconded. Roll call vote: Holt, yes; Gaddy, yes; Faulkenberry, yes; McCune, yes; Wilber, yes. Motion carried.
5. Discussion/possible action regarding 2008 budget – Faulkenberry asked each committee to update their proposed budgets for the balance of this year and send to him by April 1. NwOA will operate on a balanced budget with additional budget requests requiring board approval. No action taken.
6. Discussion/possible action regarding board insurance – No information was provided. McCune will check with Cook on obtaining board insurance quotes and report at next board meeting. Gaddy made the motion to put the board insurance out for quotes; Faulkenberry seconded. Roll call vote: Holt, yes; Gaddy, yes; Faulkenberry, yes; McCune, yes; Wilber, yes. Motion carried.
7. Approval/Disapproval of NwOA hosting an event for the Leadership Oklahoma group.

Leadership Oklahoma is scheduled to visit northwest Oklahoma and will stop and tour Harrison Gypsum on April 2. Faulkenberry is a member of this year's class and invited NwOA Board to the meal in Mooreland. If you plan to attend, members should contact Neal Williams or Cook.

8. Discussion/possible action to remove Nicole Boyles as board member. Faulkenberry made the motion to table any action; McCune, seconded. Roll call vote: Holt, yes; Gaddy, yes; Faulkenberry, yes; McCune, yes; Wilber, yes. Motion carried.

9. Discussion/possible action regarding appointment of Matt Gard to fill the vacant board position. Faulkenberry made the motion to table any action; McCune, seconded. Roll call vote: Holt, yes; Gaddy, yes; Faulkenberry, yes; McCune, yes; Wilber, yes. Motion carried.

10. Committee reports:

a. Finance – Mark Faulkenberry reported on the income and expenses of NwOA to date. Since January 1, reported expenses were \$13412.68; expenses, \$10,790.04; balance of \$2,622.64; Bank balance as of 3-26-08 was \$24,663.14. Since January 1, Membership income was \$3910. The legislative event is breaking even; sponsorships come in after the event. Washmon, who serves on the Finance Committee, expressed to the board to continue to track monies by account code. It is important to set up this accounting structure so each area is accountable.

b. Communication – Vicki McCune reported on the current status of the web site. Quotes were sent last fall for updating and hosting NwOA's web site. She asked direction from the board in pursuing the web site development. After reviewing quotes from two companies and discussing issues with the current provider, it was recommended to the board to change service providers. McCune made the motion to contact the Friendly Web Guru for NwOA's web site service; Gaddy seconded. Roll call vote: Gaddy, yes; Faulkenberry, yes; McCune, yes; Wilber, yes. Motion carried.

Members discussed marketing efforts. McCune emphasized that all marketing through NwOA should carry the same message and design. She will work on marketing to the membership and updating marketing materials.

c. Membership – Patti Wilber reported that renewal notices for membership were sent in January. Letters to potential new members have also been sent. It was suggested to track the percent of renewals and new members. Follow up call for NwOA membership is encouraged.

d. Business Retention, Expansion & Recruitment – Brian Gaddy reported he will contact electric cooperatives for visitations to businesses. The members discussed hosting listening session in several regions for agencies to hear from entrepreneurs and businesses on needs and issues. These conferences could be held this summer and into fall with an opportunity for membership growth, assisting industries, and understanding various needs and opportunities in this region. Gaddy will continue to work on this.

e. Special Needs – No report. Members discussed obtaining a booth display for NwOA to exhibit at various events. Funding was approved by the board at a prior meeting to obtain a display board. It was suggested to ask Cook what the goals of the display board would be and make a recommendation back to the board for purchasing such.

f. Legislative – Barclay Holt reported that the legislative event went well and had received good feedback. The event continues to grow in number of attendees. Gaddy and the board commended Holt for the great job in planning and carrying out the event. Holt will get updated event budget to Faulkenberry. In general, ticket sales covered expenses.

g. Events – No report.

11. Discussion/possible action in regards to committee updates. – None.

12.. New Business – On June 5, the Northwest Oklahoma Business Conference will be held in Alva at the Northwest Technology Center through a partnership between NW Tech, NWOSU, Alva Chamber, REI, and Department of Commerce. Details are being planned. NwOA was invited to partner in this conference. This will be voted on at next meeting.

13. Adjournment – Meeting adjourned at 12:00 pm.