COLUMBIA RIVER GORGE NATIONAL SCENIC AREA
OREGON INVESTMENT BOARD
Wednesday, September 21, 2016
Hood River Library Meeting Room, 502 State Street, Hood River, Oregon
10:00 a.m.

ATTENDANCE:
OIB Members: Ken Bailey, Jack Miller, Rick Leibowitz, Kristine Mier and John Kasberger.

Staff: Amanda Hoey, Sherry Wickert, Sherry Bohn and Eric Nerdin.

CALL TO ORDER:
Chair Rick Leibowitz called the meeting to order at 10:00 a.m. A quorum was present.

CONFLICT OF INTEREST POLICY AND INTRODUCTIONS:
Round table introductions took place. Rick Leibowitz requested that any Board member disclose any conflict of interests for any of the topics to be reviewed today. Rick Leibowitz noted that Downey Sleep Center is client an SBDC but that there was no conflict of interest.

AUGUST 17, 2016 MINUTES:
Ken Bailey moved to approve the minutes from August 17, 2016. Jack Miller seconded the motion. Motion passed with one abstention (Kristine Mier).

FINANCIAL REPORT:
Sherry presented the financial report for the period ending August 2016. She reported total income of $10,881.81 which included Loan Process & Fee of $10,555.58, Loan Late Fees of $278.68 and Invested Income of $47.58. Sherry reported Principal Repayments of $17,038.25 and Grants Disbursed of $10,000.00 and Professional Services of $7,850.19. Sherry reported that Loans Receivable Balance was $1,740,322.84 and Available to Grant/Loan Balance was $1,111,400.59.

Sherry presented the Total Assets on the Balance Sheet of $2,826,417.85 and Total Current Liabilities of $7,981.25. Sherry also presented the OIB Profit and Loss Statement from July through August 2016.

Jack Miller moved to accept the financials as presented. John Kasberger seconded the motion. Motion passed unanimously.

Sherry Wickert reported that at the last meeting the OIB discussed the presentation of financial information and preference for the form in which the board would prefer to receive the information. She noted that while the budget and quarterly projection documents would not change, staff was providing two sets of financial this month in order to offer the opportunity to select which one the board preferred.

Option 1: OIB Financial Summary. Sherry noted that this is the format currently used by the OIB and incorporates all information onto a single page. She stated that information originates from MCEDD's financial accounting software, QuickBooks, with additional calculations completed by the Finance Officer.

Option 2: Balance Sheet and Profit and Loss Statements. Sherry noted that this is a more traditional means of presenting the financials. Information originates from MCEDD's financial accounting software, QuickBooks.

Sherry also noted that the trial balance from MCEDD's loan portfolio software and the distribution of grants/loans approved spreadsheet will be provided with either option selected.

> *Discussion: John Kasberger asked about the prepayment adjustment entries. Sherry Wickert explained and the figure was accepted. John Kasberger suggested that staff prepare and present both reports. Ken Bailey concurred and stated that it was appropriate to use the combination of the two.*

Ken Bailey moved to have the financial format include presentation of all materials monthly and to reassess at a later date. John Kasberger seconded the motion. Motion passed unanimously.

LOAN MODIFICATION REQUEST: DOWNEY SLEEP CENTER:
Eric Nerdin presented a loan modification request from Downey Sleep Center to change the listed collateral and valuation to a 2002 GMC Envoy.

FUNDED LOANS REPORT and UPDATE
Eric Nerdin presented an update on Hood River Sheltered Workshop, Sage Creek and Van Kessel, Inc.

EXECUTIVE SESSION:
Per ORS 192.660 (f) Exempt Documents, the Oregon Investment Board moved into Executive Session 10:23 at a.m.

Regular session was reconvened at 10:29 a.m.

LOAN MODIFICATION REQUEST DECISION: DOWNEY SLEEP CENTER:
Jack Miller moved to approve staff recommended loan modification request from Downey Sleep Center to change the listed collateral and valuation to a 2002 GMC Envoy. Ken Bailey seconded the motion. Motion passed unanimously.

LOAN COMMITTEE APPOINTMENTS:
Decision on loan committee appointment was deferred until the next meeting.

BYLAWS REVIEW:
Amanda reported that as part of good organizational practice, the Oregon Investment Board reviews and revises its policies. She noted that the board revised the Economic Development Plan in 2016 and Revolving Loan Fund Plan in 2015 but the board had not recently reviewed the Bylaws. She reported that there were a number of areas for discussion by the board on potential amendments. She presented the current bylaws, along with a marked up copy related to the potential revisions and areas for review. The Board reviewed and discussed the presented modifications to the Bylaws. Staff will incorporate the modifications into a final document and will distribute it to the Board for consideration of adoption at the next meeting. The Board recommended incorporating the following changes.

- Article I, Section 2: Update the section to reflect the State's title for the Board.
- Article I, Section 2: Strike "Columbia River Gorge National Scenic Area, January, 1992."
- Article I, Section 3: A more generic term is included as the reference throughout the bylaws for the State Department.
- Article II, Section 4: Modify to a 60 day timeline.
- Article III, Section 1: Revise as recommended by staff in case of the inability/failure to hold the annual meeting at the designated time.
- Article III, Section 5: Include a provision for electronic communication as a form of written notice.
- Article III, Section 6: Revise to include notifications of absence can be made to staff in addition to the Chair.
- Article III, Section 8: Revise to allow for majority vote of those present after quorum is established.

  Discussion: Ken Bailey stated that he supported the quorum of the majority present revision. Rick Leibowitz stated that this revision would allow Board members to abstain as needed. He asked if this change could/would decrease the need to participate and/or to seek new board members. Kristen Mier stated that this revision would make it more favorable to the client by allowing the Board to take action.
- Article IV, Section 3: Remove this section in its entirety as there is no Executive Committee function currently and the Bylaws provide for appointment of committees as needed.
- Article V, Section 1: Revise to reflect our current operations and adopted plan.

BI-STATE ADVISORY COUNCIL MEETING PREPARATION:

Amanda presented a draft agenda for the Columbia River Gorge National Scenic Area Bi-State Advisory Council annual meeting scheduled for Thursday, November 16, 2016. She requested the board mark this meeting on their calendars and for them to review the agenda for any additional topics they may wish to add. It was suggested that the meeting include a discussion on the urban growth area expansion.

Discussion: Jack Miller asked for more clarification on the urban area growth expansion. Amanda explained the history, the background and appropriateness of the expansion discussion including the impact on the City of The Dalles. Ken Bailey explained that it has not been as much of an issue in Washington due to the original line designation. Ken stated that he supported the idea of adding the discussion to the meeting agenda.

FEDERAL FUNDING STATUS UPDATE:

Amanda shared an update on the letter supporting the OIB/WIB funding appropriation.

OTHER NEW BUSINESS:

Amanda updated the Board on the status of the OIB funding pipeline. Rick Leibowitz asked the Board to consider holding a strategic planning conversation in the near future. Amanda presented an update of the ongoing CED process.

ADJOURNMENT:

The meeting was adjourned at 11:19 a.m.