MCEDD Loan Administration Board Meeting
Tuesday, January 21, 2020
8:00am

MCEDD Office, 802 Chenowith Loop Road, The Dalles
Or Telephone Conference Call: 1-866-755-7677; passcode: 799986

AGENDA

Topic	Estimated Time	Item
Call to Order, Introductions, Conflict of Interest Disclosures		
Loan Administration Board Minutes *January 7, 2020*	5 minutes	Approval
Loan Requests *Bend in the Road, LLC* *Grass Valley Country Market, LLC*	5 minutes	Information

Executive Session per **ORS 192.660 (f)** (Exempt Documents)
Regular Session Reconvened

Loan Actions	5 minutes	Decision
Loan Reports/Updates	5 minutes	Information

Executive Session per **ORS 192.660 (f)** (Exempt Documents)
Regular Session Reconvened

Other New Business

Adjourn

Executive Session Protocol
MCEDD Loan Administration Board

After discussion agenda items are presented in open session by MCEDD staff, the LAB Chair will state the following: "Pursuant to ORS 192.660(f), Exempt Documents, I call the Executive session of the MCEDD Loan Administration Board to order".

LAB Chair asks all non-staff and non LAB members to leave the meeting. Staff will explain to visitors where they can wait and that they will be invited into Executive Session when their agenda item will be discussed.

For each discussion item on the agenda for Executive Session, the LAB Chair will follow the following procedural steps:

1. Invite the loan applicant (or their representative) into the Executive Session for the presentation of their loan request. LAB Chair requests a brief presentation from MCEDD staff on a summary of the loan proposal or other discussion item.

2. After presentation of information by staff, the LAB Chair asks if there are any questions for the loan applicant or MCEDD staff.

3. Following questions and discussion by the LAB, the loan applicant (and/or their representative) is asked to leave Executive Session with instruction that they will be invited into the Open session when Executive Session is adjourned.

4. LAB Chair asks LAB members if there is any discussion related to loan request that needs to take place before inviting the next loan applicant or other persons in to Executive Session for the next discussion item.

5. Additional discussion between the LAB members takes place then Steps 1-5 are repeated for each following discussion item for Executive Session.

At the end of discussion, the LAB chair will close the Executive Session. The LAB moves back to open session. At this point, the LAB Chair asks for a motion on the decision items in open session. Following a proper motion (motion and a second), the LAB chair requests discussion on the motion. Following any discussion, the LAB chair request a vote ("all those in favor, signify by saying aye" "all opposed signify by saying nay" "any abstentions?"). Staff may ask for a roll-call vote, if the responses are unclear

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MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
LOAN ADMINISTRATION BOARD MEETING MINUTES

Tuesday, January 7, 2020
8:00 am
MCEDD OFFICE, 802 Chenowith Loop Road, The Dalles, OR

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ATTENDANCE:
BOARD: Scott Clements, Rex Johnston, Steve Kramer, Dillon Borton, AJ Tarnasky, Joe
Dabulskis, Les Perkins

GUEST: Traci Griffith (Willow and Bark)

STAFF: Amanda Hoey (Executive Director), Israel Ayala Guevara (Loan Fund Manager)

CALL TO ORDER:
Scott Clements called the meeting to order at 8:00 am. A quorum was present. A round of
introductions took place. Scott requested declaration of any conflicts of interest. None were noted.

Steve Kramer left the meeting at 8:01 am.

LOAN ADMINISTRATION BOARD MINUTES
Rex Johnston moved to approve the minutes from December 3, 2019. AJ Tarnasky seconded the
motion. Motion passed unanimously.

Steve Kramer rejoined the meeting at 8:02 am.

LOAN REQUESTS: TRACI GRIFFITHS dba WILLOW & BARK
Israel Ayala Guevara presented a loan request for Traci Griffiths, dba Willow & Bark.

EXECUTIVE SESSION
Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into
Executive Session at 8:03 a.m.

Les Perkins joined at 8:07 am

Regular session was reconvened at 8:21 a.m.

LOAN ACTION: TRACI GRIFFITHS dba WILLOW & BARK
Steve Kramer asked if Traci had seen the recommendation on the loan proposal. She indicated she
had not. Steve reviewed a potential revision to condition #15 on small business counseling.

Steve Kramer moved to approve a loan to Traci Griffiths, dba Willow & Bark as recommended by
staff with the terms and conditions as listed. Rex Johnston seconded the motion. Motion passed
unanimously.

- Loan Amount $20,000

- Interest Rate: 11%
- Loan Term: 36 months. This is a fully amortized loan.
- Loan Fee: $300 (1.5% of loan amount)
- Collateral and conditions: As listed in the staff report with the modification to condition #15 to increase the amount of small business counseling required to a monthly basis.

EXECUTIVE DIRECTOR TRANSITION

Amanda Hoey noted her upcoming transition as she has accepted the position of CEO for Oregon Wheat. She discussed options to ensure our Business Assistance staff has the resources and tools needed to be successful.

> *Discussion: Scott Clements asked about the CDFA peer mentorship program and when that cohort might next open. Amanda Hoey reviewed the program, but stated that it is unclear when a next cohort might open. Scott asked about Portfol and if it will be able to serve MCEDD long term. Amanda noted that there has been a change in the vendor providing technology upgrades which should address some of the outstanding concerns. That company has assisted staff to stabilize the database.*

LOAN REPORTS/UPDATES

Israel presented loan reports and updates.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:33 a.m.

Regular session was reconvened at 8:41 a.m.

OTHER NEW BUSINESS

No other new business.

ADJOURNMENT: The meeting was adjourned at 8:42 a.m.

Respectfully submitted by Amanda Hoey, Executive Director