



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting

Tuesday, April 16, 2024

8:00am

Via Zoom: <https://us06web.zoom.us/j/87359444828>

Or call 669-900-6833, Meeting ID: 873 5944 4828

AGENDA

Topic	Estimated Time	Item
Call to Order, Introductions		
Loan Administration Board Minutes <i>April 2, 2024</i>	5 minutes	Approval
Loan Modification Request <i>Café Genevieve's, LLC</i>	20 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> Regular Session Reconvened		
Loan Action	5 minutes	Approval
Funded Loan Updates <i>Hood View Services, LLC</i> <i>Forget Me Not Ventures, LLC</i>	10 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> Regular Session Reconvened		
Adjourn		

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services, or assistance, please contact us at (541) 296-2266; TTY 711 at least 48 hours before the meeting. MCEDD is an equal opportunity employer, lender, and provider.

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 into 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.
6. 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 requests 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.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
LOAN ADMINISTRATION BOARD MEETING MINUTES**

Tuesday, April 2, 2024, at 8:00am

Virtual Only

ATTENDANCE

BOARD: Scott Clements, Steve Kramer, Tom Lannen, AJ Tarnasky, Joe Dabulskis

STAFF: Jessica Metta (Executive Director), Ami Beaver (Loan Fund Manager), Jill Brandt (Administrative Assistant)

CALL TO ORDER/ INTRODUCTIONS

Scott Clements called the meeting to order at 8:00 a.m. A quorum was present.

MINUTES

Scott asked for any questions or comments on the minutes. *There were none.*

Steve Kramer motioned to approve the minutes from the February 9, 2024 meeting as presented. Tom Lannen seconded the motion. All voted in favor, and the motion passed.

NEW LOAN REQUEST: HOOD VIEW SERVICES, LLC

Jessica asked to move into Executive Session to consider the confidential materials for a new loan request from Hood View Services and updates on existing clients.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:01 am.

FUNDED LOAN UPDATES: FORGET ME NOT VENTURES, LLC; FULL CIRCLE, LLC

Ami gave updates on these clients.

Regular session resumed at 8:22 am.

LOAN ACTION: HOOD VIEW SERVICES, LLC.

AJ Tarnasky motioned to deny the loan request. Steve Kramer seconded the motion. All voted to deny, and the motion carried.

Discussion: Steve recommended referring the client to the Small Business Development Center. Ami agreed to do so.

There was no action on the Funded Loan Updates.

ADJOURN

Scott Clements adjourned the meeting at 8:24 a.m.

Respectfully submitted by Jill Brandt, Administrative Assistant