



## BOARD MEETING

October 8, 2013 – 6:00 p.m.

### MINUTES

Members present: Derek Heins, Gail Hackman, Carolyn Havenstrite, Nancy Dunt, Patti Heuton, Karla Organist, Dick Woodard, Greg Ptacek, and Robin Bostrom

Members Absent: Tyler Hemry, Amie Johansen, Jon Biederman

Approval of the agenda – Derek Heins requested a correction to the pay estimate from Matt Construction. MSWU portion of Pay estimate #1 is \$44,650. The total pay estimate for all 3 participating building owners is \$60,800. He also asked to add item E – Phone to the President’s report. Motion by Ptacek, second by Havenstrite to approve the agenda with those changes. Motion carried.

Approval of the September 10, 2013 minutes – Motion by Ptacek, second by Hackman to approve the minutes as presented. Motion carried.

Treasurer’s Report – Discussion was held on the loan account balances for MSWU. Organist would like to see the account balances paid down when reimbursements are received from the grant programs to reduce the interest accrued. Motion by Organist, second by Heuton to direct the Executive Committee to manage these accounts and pay down the balances as grant reimbursements are received. Motion carried. Motion by Woodard, second by Ptacek to approve the September 2013 Treasurer’s report as presented. Motion carried.

Façade Master Plan Payments – The following payment were presented:

1. Martin Gardner Invoice # 15 - \$243.90. Motion by Heins, second by Heuton to approve payment. Motion carried.
2. Martin Gardner Invoice #16 - \$1,940.13. Motion by Havenstrite, second by Dunt to approve payment. Motion carried.
3. Upper Explorerland Regional Planning Commission Invoice #12 - \$711.81. Motion by Heuton, second by Ptacek to approve payment. Motion carried, Organist abstained.

Multi-Family Housing Payment – The following payments were presented:

1. Pay Estimate #1 – Matt Construction - \$60,800. MWSU portion of this pay estimate is \$44,650. Motion by Ptacek, second by Organist to pay \$44,650. Motion carried.

2014 Budget – Derek Heins requested that 2014 budget requests from each committee be brought to the November 2013 board meeting. The Executive Committee should also begin work on putting together a draft budget for the 2014 fiscal year. A presentation will be made to the West Union City Council on October 21, 2013 and will include the report from the Annual State visit and the budget request for fiscal year 2014.

### President’s Report

Multi-family Housing Project Update – Bostrom shared updates on the work progressing on the Williamson Building.

Façade Master Plan Update – Contract with Renaissance Restoration has been signed. Two buildings have withdrawn from the project – West Union Chamber of Commerce and West Union Dental Clinic. A request from Unionland Feed & Supply to hold their Façade payment until November 1<sup>st</sup> was discussed. Motion by Havenstrite, second by Heins to approve. Motion carried, Ptacek abstained.

Performance Reviews – Heins shared two examples of performance review forms, one for board members, and one for the Executive Director. Board members are asked to complete the Executive Director Performance review form and return it to Heins before the November 2013 board meeting (November 12, 2013).

Retiring Board members – Four board members will complete their terms at the end of the year – Derek Heins, Gail Hackman, Carolyn Havenstrite, and Patti Heuton. Both Heins and Heuton have not served 6 years and could serve additional years. Hackman and Havenstrite have served 2 three year terms and must step down for one year. Several names were presented for consideration. A sub-committee of Karla Organist, Gail Hackman, and Carolyn Havenstrite will meet to work on filling these spots.

Phone – Heins reported on options for phone service for the office. Century Link would be \$66/per month and MediaCom would be \$39.95/per month. The board decided to try MediaCom for one year.

#### Committee Reports

Design – City Council approved new garland wraps for the short light poles downtown on October 7<sup>th</sup>. Design Committee will assist with install and possible fundraising. Also working on the re-creation of the historic photo on Sunday, October 20<sup>th</sup> at 1:00 p.m.

Organization – Harvest Hot Beef dinner is Sunday, October 13<sup>th</sup>. Reviewed workplan for the event. Ptacek requested items for the November 23<sup>rd</sup> annual meeting.

Promotions – Working on entry for Homecoming Parade on October 11<sup>th</sup>.

Business Improvement – no report

#### Program Director's Report

Fall state training will be in LeMars on November 6 & 7. Bostrom will also be making a presentation at the Iowa Energy Center annual meeting on November 5<sup>th</sup> in Altoona. The annual state recap was sent to every board member.

Meeting adjourned at 7:20 p.m.