

MEETING MINUTES ECONOMIC DEVELOPMENT CORPORATION  
EXECUTIVE COMMITTEE  
December 12, 2016

**Members Present:** Thomas Bauknecht, Brady Koss, Carol Feller-Gottard, Andy Merry, Fred Westphal

**Excused Absent:**

**Others Present:** Angie Close, Keri Beck

Meeting was called to order by President Thomas Bauknecht at 4:01 pm.

**Minutes of Previous Economic Development Executive Committee Meeting:** Motion by Koss, second by Merry, to approve the minutes from November 1, 2016. All Ayes. Motion Carried.

**Public Comment:** None

**Langlade County Economic Development Corporation:**

- A. **Review Guidelines of Entrepreneur Business Plan Entries:** Business plans that were submitted for the Entrepreneur Business Plan Grants were reviewed. **Motion by Koss, second by Merry to recommend to the LCEDC Board to split the \$5000 Business Plan grant money evenly between Wolf River Riders and Grandview Orchard & Nursery Stock. All Ayes. Motion Carried.** Close reviewed proposal for future entrepreneurial courses offered through LCEDC. The proposal has Entrepreneur Training Courses in fall and spring with additional courses of basic bookkeeping, QuickBooks, and marketing. Discussion was held. Close will provide more proposals at next executive meeting.
- B. **Review LCEDC Employee Handbook:** Executive Committee reviewed the LCEDC Employee Handbook and recommended revisions to the LCEDC Board of Directors.
- C. **Discuss 2017 Annual Meeting:** Discussion was held on holding an annual meeting for the public. Date, time, location, and layout were discussed. Close will get sample agendas from other economic developments' annual meetings to share at January LCEDC Executive meeting.
- D. **Update on Economic Development Corporation Activities:** Close discussed the Antigo Pride Community Connections meeting that LCEDC attended and presented.
- E. **Update on 2016 Budget:** Close update the LCEDC Executive Committee on the 2016 LCEDC Budget.
- F. **LCEDC Holiday Hours of Operation and Vacation Request:** Close informed the LCEDC Executive Committee that the LCEDC office will be closed for the public from December 23 through January 1, but Close will be working. The NTC Campus is closed during this time.
- G. **Discuss 2017 LCEDC Corporation Goals:** Discussion was held on the 2017 LCEDC Corporation Goals. Discussion to continue at next executive meeting.
- H. **Discuss Future Agenda Items:** Close informed the LCEDC Executive Committee to contact her if they would like anything added to the agenda.

**Old Business:** Close updated the executive committee on RLF loan recipients. Beck updated the LCEDC Executive Committee on the current CDBG status.

**New Business & Meeting Date:** Next meeting will be on Tuesday, January 3, 2017 at 4:00 pm.

**Adjourn:** Motion Westphal, second by Koss to adjourn at 5:24 pm. All Ayes. Motion Carried.

Respectfully submitted,  
Keri Beck, Recording Secretary

*Thomas Bauknecht*