

MEETING MINUTES ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE COMMITTEE
January 6, 2015

Members Present: Thomas Bauknecht, Brady Koss, Carol Feller-Gottard, Fred Westphal, Angie Schreiber
Members Absent:
Others Present: Angie Close and Keri Beck

Meeting was called to order by President Thomas Bauknecht at 4:00 pm.

Minutes of Previous Economic Development Executive Committee Meeting: Motion by Koss, second by Westphal, to approve the minutes from December 2, 2014. All Ayes. Motion Carried.

Langlade County Economic Development Corporation:

- A. **Discuss LCEDC Employee Evaluation Process:** Discussion was held on how to evaluate the Economic Development Corporation's employees. Motion by Schreiber, second by Koss to recommend to the LCEDC Board to review new hires after 3 months, 6 months, and 1 year. The administrative assistant and assistant director positions will be reviewed by the director; whereas, the director will be reviewed by the LCEDC Executive Committee with questionnaires given to the full board for their input. After the first year probationary period, reviews will be done annually and presented at the November board meetings. All Ayes. Motion Carried.
- B. **Review LCEDC Employee Cell Phone Reimbursement Policy:** Close presented a LCEDC draft of an Electronic/Information Policy that also included a cell phone reimbursement plan. She stated it was needed for audit purposes. Motion by Schreiber, second by Koss to recommend to the LCEDC Board to approve the LCEDC Electronic/Information Policy as submitted. All Ayes. Motion Carried.
- C. **Update on LCEDC 2015 Budget:** Close presented an amended budget that will be presented at the next LCEDC board meeting. The amended budget had a decrease in the Health Insurance Budget due to Beck denying coverage.
- D. **Update on RLF Loan Recipients:** Close updated the committee on Antigo Neon, Northern Steel, Antigo Entertainment, and Langlade Springs loans.
- E. **Discuss Suick Family Foundation Grant Terms and Conditions:** Close presented the letter from the Suick Foundation offering a \$10,000 donation to the corporation. Discussion was held on donation terms. The expectance of the money will be sent to LCEDC board for approval.
- F. **Discuss LCEDC Incubator Office:** Discussion was held on allowing Grow North to use the LCEDC Incubator Office space. Grow North will keep the office at Nicolet College in Rhinelander but use the LCEDC Incubator Office when needed for meetings and work space. Acceptance will be sent to the LCEDC board.

New Business: Close update the committee about the interview questions on the cluster analysis. The corporation will be partnering with NTC to promote manufacturing in Langlade County. Twelve manufacturers have agreed to participate. The articles will run in the Antigo Daily Journal and will also be on the Breakfast Club. Next meeting date is February 3, 2015 at 4:00 pm.

Adjourn: Motion by Koss, second by Feller-Gottard to adjourn at 5:00 pm. All Ayes. Motion Carried.

Respectfully submitted,
Keri Beck, Recording Secretary

