

**MEETING MINUTES ECONOMIC DEVELOPMENT CORPORATION  
EXECUTIVE COMMITTEE  
September 5, 2017**

**Members Present:** Brady Koss, Thomas Bauknecht, Andy Merry, Carol Feller-Gottard,  
**Excused Absent:** Fred Westphal  
**Others Present:** Angie Close, Keri Beck

Meeting was called to order by President Brady Koss at 4:30 pm.

**Minutes of Previous Economic Development Executive Committee Meeting:** Motion by Bauknecht, second by Feller-Gottard, to approve the minutes from August 1, 2017. All Ayes. Motion Carried.

**Public Comment:** None

**Langlade County Economic Development Corporation:**

**A. LCEDC Budget Review:** Close reviewed the LCEDC expense versus budget report.

**Motion by Bauknecht, second by Merry to recommend to the LCEDC Board to approve LCEDC Expense versus Budget Report as presented with a the line item transfer of \$342.69 from Legal Fees Expense to the Professional Fee Expense. All Ayes. Motion Carried.**

**B. LCEDC Strategic Planning:** Close discussed strategic planning on LCEDC capacity building; business retention, expansion, and attraction; entrepreneur training course program; workforce development; education; and broadband.

**i. Business Retention/Expansion/Attraction:** No new information to report.

**ii. Entrepreneur Training Course Program:** Close informed the LCEDC Executive Committee the Exploring Entrepreneurship Workshop will be September 7 at 5:30 pm with the class starting on September 21. The first Business Series Solutions Workshops will be on September 26.

**iii. Workforce Development:** No new information to report.

**iv. Education:** Close informed the LCEDC Executive Committee about the Partners in Education meeting she attended with the Unified School District of Antigo. Discussion will be held at a later date to see how LCEDC can assist in creating a Partners in Education program for Antigo.

**v. Broadband:** No new information to report.

**C. LCEDC Policy Review:** Close and Beck reviewed potential changes and/or corrections to the Capital Purchases & Capitalization Threshold Policy; Conflict of Interest, Use of Property, & Confidentiality Policy; Credit Card Policy & Procedures; Delinquent Payment Policy; Fiscal Agent Fee Structure; Fundraising Policy; Investment Policy Statement; Incubator Agreement; Operating Reserve Policy; Policy on the Review of the IRS Form 990; and Whistleblower Policy.

**Motion by Bauknecht, second by Merry to recommend to the LCEDC Board on the consent agenda to approve the review and revisions of the following policies - LCEDC Employee Handbook; Employee Benefits Policy 2018; Employee Training, Travel, Lodging, and Meal Policy; Document Retention and Destruction Policy; Electronic/Information System Policy; Family Medical Leave Act (FMLA) Policy; Capital Purchases & Capitalization Threshold Policy; Conflict of Interest, Use of Property, and Confidentiality Policy; Credit Card Policy and Procedures; Delinquent Payment Policy; Fiscal Agent Fee Structure; Fundraising Policy; Investment Policy Statement; Incubator Agreement; Operating Reserve Policy; Policy on the Review of the IRS Form 990; and Whistleblower Policy. All Ayes. Motion Carried.**

**D. 2018 Budget Discussion:** Close is preparing the 2018 budget. Close reviewed strategic planning with the LCEDC Executive Committee. Discussion was held. No action taken.

**E. Update on Economic Development Corporation Activities:** No additional updates were discussed.

**Old Business:** No old business was discussed.

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

**Adjourn:** Motion by Bauknecht, second by Merry to adjourn at 5:11 pm. All Ayes. Motion Carried.

Respectfully submitted,  
Keri Beck, Recording Secretary