

**Minutes of Executive Committee Meeting
Trail County Economic Development Commission
December 13th, 2016 - 6:00 p.m. TCEDC Office – Hillsboro, ND**

Board of Directors present: Rick Halvorson, Gary Nysveen, Roxanne Phipps, Scott Hovde and Ben Hershey. Also present: Melissa Beach – Executive Director

The meeting was called to order at 6:00 p.m. by Chairman Halvorson.

Beach briefly explained the review procedures and left the meeting at 6:05 p.m.

Committee members discussed their individual scores and put together a composite score for each question.

Beach was invited back in the meeting at 8:05 p.m.

Committee members and Beach reviewed composite scores for each review item. Additionally, Beach asked questions regarding maternity leave, board member attendance, strategic planning and 2016 annual report presentations to the cities in Trail County.

It was decided that Beach may work at home as needed prior to delivery of her baby due to a few complications. Beach said she intends to take at minimum 8 weeks off following delivery, but potentially up to 12 weeks. She intends to be fully accessible throughout her leave via phone and email.

The Committee and Beach discussed strategic planning, and committee members said they know it's not fun and nobody likes to do it, but it's necessary. Beach should schedule a special meeting to handle strategic planning if necessary.

Hovde left the meeting at 8:30 p.m.

Beach asked if 2016 annual reports should be mailed to the cities this year due to her maternity leave. It was suggested that she mail them, and offer a later meeting upon her return.

It was also discussed that Beach has had issues with board member attendance and getting quorum in 2016. The group decided to discuss if necessary early in 2017. It was reminded that our policy states board members may be removed if absent at more than 4 meetings in a calendar year.

Motion by Nysveen to recommend to increase salaries as approved in the 2017 budget, seconded by Phipps. Motion carried. Salary recommendations for 2017 are as follows: Executive Director: \$60,173.33; Project Coordinator: \$35,391.58.

Hershey left the meeting at 9:00 p.m.

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Meeting adjourned at 9:15p.m.

Officer (printed name & office)	Signature	Date
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Recording Secretary (printed name)	Signature	Date
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