

**Minutes of Executive Committee Meeting
Trail County Economic Development Commission
December 5, 2013**

9:30 a.m. Mayville State University Classroom Building 116 - Mayville, ND

Board of Directors present: Scott Hovde, Gary Nysveen, Jay Henrickson and Deb Kylo. **Also present:** Executive Director, Melissa Beach.

The meeting was called to order at 9:30 a.m. by Chairman Hovde.

Beach excused herself from the meeting to allow the executive committee to discuss their evaluations.

Board members discussed the individual evaluations they had completed of Beach's performance and compiled their results.

Beach re-entered the meeting at 10:30 a.m.

Hovde and the executive committee reviewed the evaluation results with Beach and discussed specific points to work on for 2014. Some of the points include:

- Work hard to touch base and make contacts with new businesses
- Continue to review and update the strategic plan at monthly meetings - highlight two objectives each month to review
- Review the loan process and application with the Business Assistance Committee
- Business Assistance Committee to assist/cooperate with local EDC loan processes
- Ensure all bankers have our loan application and understand our program(s)
- Supplemental funding needs to be high priority for 2014

The group recommended Beach be given the budgeted salary for 2014.

The group discussed the need for a second full-time position and asked Beach to prepare a proposal for the December board meeting.

The meeting adjourned at 11:55 a.m.

Officer (printed name & office) Signature Date

Recording Secretary (printed name) Signature Date