

Voting members present: Trish Gustafson, Brian Housh, Marilan Moir, Rebecca Potter, Michael Slaughter, Corrie Van Ausdal

Ex-Officio present: Johnnie Burns, Phillip O'Rourke, Jeannamarie Cox

Staff present: Lisa Abel

Guests: Amy Lowe

Absent: Jason Bailey, Kevin McGruder, Jane Fernandes, Terri Holden

1. Call Meeting to Order, Meeting Agenda Review (Housh)

- a. Board president Housh called the meeting to order at 4:31 pm.
- b. Gustafson moved, Van Ausdal seconded to approve Amy Lowe as YSDC's part-time executive director, starting 9/23/24 at \$3500/month as a contract position

Motion passed 6-0

- c. Housh acknowledged the resignation of Chris Cox as the YSCF voting representative to the board
- d. Housh acknowledged that Lisa Abel will move to board member at-large position after September 22, 2024 when Amy Lowe starts as executive director

2. President's report (Housh)

- a. Report from Housh
 - i. Housh has been reviewing prior economic development incentive packages due to an organization interested in the CBE.
 - ii. Housh wants to continue the "Open for business" efforts: Slaughter will press on Intel to set up a meeting in Yellow Springs; Lowe will be involved with marketing efforts; need to set up meetings with Intel and Honda.
 - iii. Housh listing meetings that Lowe should attend, including DDC, MVRPC, Jobs Ohio (per Allison Moody contacts), etc.
 - iv. Housh asked that all board members continue to report out to their organizations regarding YSDC work, including: Create easy talking points; distribute approved minutes; distribute memos and timeline recently created; distribute YSDC goals. Abel will include recent memos, etc. with next meeting packet.
 - v. Per Housh, Dayton Business Journal creates target lists for attracting businesses for a fee. Do we want to invest in this? Review at next meeting.
 - vi. The executive team will meet with Lowe re short term goals, benchmarks.
 - vii. Village budget starts in October, YSDC should ask for earmark to support the ED position; and make same request of Township during their budget process.
- b. Update on solar project – Abel
 - i. No information regarding DOE phase 2 prize winners yet.
 - ii. Abel has met with Village Solar and with Johnnie regarding a potential solar project on a multi-family apartment building, with one benefit being lowered utility costs for residents. Housh asked that Abel involve Lowe on this project, have her be a signatory to any agreement formed.

3. Treasurer's report (Van Ausdal)

- a. General:
 - i. During this August we worked with Fiscal Sponsor Yellow Springs Community Foundation to deepen our understanding of YSDC's financial picture. We compiled and reviewed all transactions from inception to date and identified actions needed to organize financial data going forward. The Foundation has transitioned bookkeeping to in-house, which will provide faster communication and an ability to access local financial institutions in person when needed.
 - ii. One of the changes we made to the format of the reports is to represent our various accounts as separate buckets rather than having them combined. In the July report the \$50k of solar prize money had not moved into the investment account. This issue has been resolved and will be apparent on August reports.
 - iii. Goals for Q4 2024
 - Input financial records from 2019-2022 into Quickbooks for life of org report capabilities.
 - Resolve fewer than ten transactions that have missing data (payor, payee, or tag)
 - Create SOP for future treasurers and bookkeepers to follow for consistent results and standardized schedule of reporting
- b. July Specific:
 - i. During July a deposit of \$405 intended for another YS nonprofit was made in the YSDC account in error. This is reflected as revenue on the Statement of Activity but has since been transferred to the correct organization.
 - ii. Receivables included one outstanding dues payment at \$500 and a refund for an admin fee of \$187.50 that was incurred in error. (The invoices to the Village and Township in support of the paid staff position were sent during August and will appear on the August Statement of Financial Position).
 - iii. Payables include that same \$187.50 coming out, plus our ad in the Yellow Springs news.
- c. Other
 - i. Solar funds of \$100,000 were received in 2023 as a prize and are unrestricted in their use. Plan for state audit (expected 2026) that will be more extensive due to the receipt of these funds.
 - ii. Government contributions to YSDC that may not have been clear in recent reflection memos: Village of Yellow Springs provided \$19,000 toward start-up costs; revolving loan fund contributions during COVID included \$10,000 from Township and \$35,000 from Village.

4. Consent Agenda

Motion: Potter moved, Moir seconded adopting the following:

- a. To accept the Treasurer's report as presented at today's meeting
- b. To accept the minutes of YSDC meetings 8/6/24 and 8/27/24

Motion passed 6-0

5. New Business

- a. Slaughter said he is excited for YSDC to complete marketing materials; add Joby Aviation to our supplier prospects list
- b. J. Cox announced that the Foundation received an award for Community Foundation Leads. YSCF is one of ten organizations out of 900 nationally recognized with this award. The Foundation will receive training on community economic development and equity, and will receive \$50,000 for local grants and funding for travel to trainings.
- c. Potter reported that at the planning committee this evening, the schools have two requests, one for the new construction plan, and another for the subdivision of Morgan fields. School board meeting is Thursday (9/12) and will cover the design development plan for both schools for approval. Cost will be an issue to pay close attention to, and the board is seeking alternate funding for the non-critical list of features for the buildings; Holden is committed to finding those funds (for example, \$1.3 M for solar array before 30% credit). YSDC may have a role with this.
- d. School enrollment is steady, Potter will ask Holden to report at next YSDC meeting. Will additional housing here fit with new building plans and increase in enrollment? Potter did not have estimates for how many enrolled kids are could be coming from new housing in the Village.

McGruder arrived 5:06 pm

- e. Lowe will attend Council's meeting on Monday, 9/16, 6:00 pm.
- f. McGruder noted that the College is into its third week of classes already. New enrollment is at 25 students for fall session; issues with FAFSA has impacted enrollment as has a reduction in college age population. Target is 50 new students each year with 200 total enrolled; 130 enrolled this year, improved due to first-to-second year retention.
- g. McGruder further noted that College real estate sales are moving forward, no closing date for Kettering and Sontag-Fels buildings. Anticipating 120 new apartments at the old student union plus another 100 between Kettering and Sontag-Fels. Additional land is available, working on land restriction issues.
- h. O'Rourke noted that the Chamber's and TLT's sunflower field event is canceled this year due to drought. As of now, there are no standard office hours at the Chamber, but O'Rourke is scheduling meetings and appointments by request. In the future, the Chamber is aiming for standard office hours and coverage for copier services. Final planning for 10/12 Street Fair is underway. YSstreetfair.com is the official website (some fake sites have popped up recently). O'Rourke is looking at communication tools, outreach, overlap with other orgs, and identifying duplications.

6. Community Feedback – None

7. Executive Session

- a. Van Ausdal moved, Gustafson seconded to adjourn to executive session for the purpose of discussing financial and proprietary information in connection with the expansion, improvement, or preservation of local businesses.

Motion passed 7-0

- b. McGruder moved, Van Ausdal seconded to return from executive session.

Motion passed 7-0

Moir, Potter, Burns left at 5:55 pm.

8. Agenda Planning

- a. Revolving loan fund: Van Ausdal and Abel will locate original process for use of these funds as forgivable loans during COVID.
- b. Sunshine laws training, including records: Housh recommended that Abel ask Judy Kintner for assistance with this.
- c. New policies and procedures needed: Abel suggested that the board create new policies, such as spending approvals, executive director performance review guidance, etc.

9. Meeting Adjournment

Van Ausdal moved, Gustafson seconded to adjourn the meeting.

Motion passed 5-0

YSDC Community Feedback and Response Document

#	Mtg Date	From	Question/ Comment	YSDC Response

YSDC Guidance for Community Feedback

1. Any community guest to the meeting must be identified when they arrive (sign in if in person, on-screen name if via Zoom).
2. Community guests are responsible for muting their audio (if Zoom) upon arrival. They are then responsible for unmuting themselves if they want to participate in the community comments session. (Find Zoom training links here: <https://www.yscf.org/zoom-support/>).
3. Community comments session will be identified on the YSCF agenda, which will be made available at YSDC.org prior to scheduled meetings.
4. Community guests must signify their interest in participating in the community comments session when it comes up. Via Zoom, they may raise their hand (action icon) or show a raised hand with video on, or write a note to chat. In person, they may raise their hand.
5. Chair will recognize one speaker at a time. Each speaker gets one 2-minute interval to make a comment or ask a question. Board VP is the timekeeper.
6. Response from YSDC:
 - a. If an immediate and factual response can be provided, and in consideration of time constraints, the board chair or their designee will respond.
 - b. Otherwise, the comment or question, along with a response from YSDC, will be provided as an addendum to the agenda of the next regularly scheduled YSDC meeting.