



149 West Broadway
Council Bluffs, IA 51503

**Board of Directors Meeting
Advance Southwest Iowa Corporation – Hybrid Meeting
Friday, June 25, 2021 @ 9:30 AM**

In-Person: TS Bank – 43 Scott St., Council Bluffs, IA 51503, First Floor Conference Room

Virtual: Via Zoom @ <https://zoom.us/j/99590050281>

- I. Call to Order & Welcome – **Tim Wichman**

- II. Partner Updates
 - a. Council Bluffs Area Chamber of Commerce - **Drew Kamp**
 - b. City of Council Bluffs – **Mayor Matt Walsh and Brandon Garrett**
 - c. Pottawattamie County – **Supervisor Tim Wichman and Matt Wyant**

- III. Presidents Report – **Tim Wichman**
 - a. Approval of Accounting Firm Change – Effective 7/1/21 (**ACTION**)
 - b. Replacement of Rural Board Member

- IV. Consent Agenda (**ACTION**) – **Tim Wichman**
 - a. Approval of Minutes from BOD Meeting on May 28, 2021
 - b. Approval of Financials through May 31, 2021
 - c. Approval of Monthly Staff Report through May 31, 2021

- V. Executive Director’s Report – **Paula Hazlewood**
 - a. Rural Pottawattamie County Infrastructure Collaborative (RPCIC)
 - b. Broadband Initiative
 - c. Project Updates
 - d. Paula Vacation: July 22-30

- VI. Entrepreneurial Update – **Niki Ferguson**
 - a. Project & Activity Highlights

- VII. Rural Development Update – **Shalimar Mazetis**
 - a. Project & Activity Highlights

- VIII. Kitchen Council Update – **Holly Benson Muller**
 - a. Membership & Activity Highlights

- IX. Board Roundtable – Items of Interest

- X. Adjourn

No July Meeting – Next Meeting – August 27, 2021 – Location TBD



**Advance Southwest Iowa Corporation
Board of Directors Meeting
Friday, May 28, 2021 @ 9:30 AM
Hybrid Meeting Format
Pottawattamie County Veterans Affairs – 623 6th Avenue, Council Bluffs, IA 51503
Zoom Video Conference Platform**

Minutes

Present Voting Members:

Rachel Dorr, Mark Hanwright, Josh Kallsen*, Amy McDermott, Sue Pitts*, Tara Slevin and Tim Wichman -
**virtual attendee*

Present Non-Voting Members, Staff and Guests:

Jessi Adamowicz, Michelle Wodtke Franks, Brandon Garrett, Paula Hazlewood, Drew Kamp*, Shalimar Mazetis, Pat Paterson, **virtual attendee*

Call to Order & Welcome:

Tim Wichman called the meeting to order at 9:32 AM. Tim introduced Jessi Adamowicz, the new Project Management Coordinator and the attendees then introduced themselves.

Partner Updates:

Drew Kamp with the Council Bluffs Area Chamber updated the Board on the following initiatives: Executive Women's Partnership, the Candidate Academy and the Council Bluffs Area Chamber return to the office on June 7th, 2021. In addition, Drew provided a legislative update.

Brandon Garrett provided an update on behalf of the City and Mayor Walsh updating the Board on the status of the First Avenue project and that the multiuse trail is under construction between 27th and 35th Streets. A roundtable conversation ensued with Brandon confirming that the W. Broadway reconstruction is in the final stage.

Tim Wichman updated the Board regarding COVID and their continued efforts in getting people vaccinated in Pottawattamie County. Tim reported the vaccination requests are dwindling – were around 2,500-3,000 a week whereas it's closer to 300-400 now. Tim estimated 30-40% of Pottawattamie County is vaccinated. Tim acknowledged that soon they will turn it back to the private sector and vaccine administration will be handled by physicians. Tim announced that they applied for first round of American Rescue funds and have already received \$9 million dollars which will primarily be for projects in small towns and infrastructure opportunities.

Project Spotlight:

Tim Wichman introduced Michelle Wodtke Franks, the Executive Director of Golden Hills Resource Conservation and Development. Michelle provided information about the organization and their efforts to conserve the 8 counties in Southwest Iowa they serve. Michelle recognized the importance of partnering with ASWIC in the rural infrastructure initiative to maximize access to resources for communities by creating a single source of priorities and progressing Pottawattamie County utilizing the existing environment.

President's Report:

Tim Wichman asked Paula Hazlewood to update the Board on the Amended 2021 Budget. Paula reported that the EDA Grant through MAPA was initially scheduled to be 6 payments of \$5,500 but they are running a quarter behind, so the extra payment will be backfilled most likely into 2022. Paula explained ASWIC was approved in the second round for PPP unexpectedly receiving \$67,000 from GOCC, which has now been added to the annual

budget. Lastly Paula announced all details can be found in the consent agenda and there might be updates later this year with COVID regulations lessening and potential of more travel and expenses.

Consent Agenda:

Approval of Minutes from BOD Meeting on April 23, 2021
Approval of Financials for March and April 2021
Approval of Amended 2021 Budget
Approval of Amended December 2020 Financial Statement
Approval of 2020 990 Tax Filing
Approval of Monthly Staff Report through April 30, 2021

Tara Slevin made a motion to approve the consent agenda as presented. Mark Hanwright seconded the motion. The Board voted and approved the consent agenda as presented with an 7-0 vote.

Rural Development Update:

Shalimar Mazetis updated the Board that she currently has 30 projects in the active pipeline. Shalimar reported an update on Project Menards, mentioning that they might need supplemental support in conjunction with the City and County to pave a road to their location which would come from applying for a RISE Grant. Shalimar announced the Grand Openings for Fresh Out of the Box in both Walnut and Shelby for the upcoming month. A roundtable discussion followed in regard to a technology project Shalimar mentioned passing onto Niki for development with her entrepreneurial expertise.

Entrepreneurial Update:

Paula Hazlewood provided an overview of the Entrepreneurial Manager's Report on behalf of Niki. Paula announced Niki currently has 13 active projects, 4 new and landed Project Skeleton this month. Paula provided an update on the monthly :45 Mogul reporting positive feedback with the upcoming event being 'Everything: Iowa' with Director Debi Durham.

Executive Director's Report:

Paula Hazlewood updated the Board by acknowledging the infrastructure collaboration with Pottawattamie County, Golden Hills RC&D and Iowa West Foundation. Paula announced the second phase of identifying a consultant with ties to both Des Moines and Washington D.C. and will be drafting an RFQ. Paula confirmed submission of the Entrepreneurial grant application to the IWF on April 15th. Paula noted there are several initiatives in partnership with Drew Kamp and the Council Bluffs Area Chamber and that she will be serving as an Ex Officio member on the Council Bluffs Area Chamber Board. Amy McDermott shared that Leadership Iowa will be in Council Bluffs in March of 2022 with Economic Development sessions. Paula introduced an emerging app called 'Deetz', which is a real time app to look for local events, retail and restaurants in partnership with Iowa Economic Development Authority. Paula signed the EDA Grant and Memorandum of understanding on May 18th 2021. Paula shared that private investors will be invoiced in June and that the entrepreneurial task force through the Iowa West Foundation will have a retreat July 14th. (Retreat has since been changed to July 21st.) Paula introduced the Broadband initiative and a roundtable discussion ensued in regards to the capabilities of Western Iowa Networks and the logistics of the project. Paula ended her report by providing a brief project update.

Kitchen Council Update:

Holly Benson Muller was unable to attend the May meeting and will provide an update at the June Board meeting.

Additional Board Discussion:

Tim opened the floor for updates and discussion. Tara Slevin reported that the COVID numbers at Jennie are decreasing. Amy McDermott reported their official return to work date at Black Hills Energy is June 7th.

Adjourn:

Tim Wichman informed the Board that the next meeting will be held on Friday, June 25th at 9:30 AM and will tentatively be conducted in a hybrid format, noting that Paula would communicate meeting specifics. No other business was discussed and the meeting was adjourned at 11:02 AM.

06/17/21

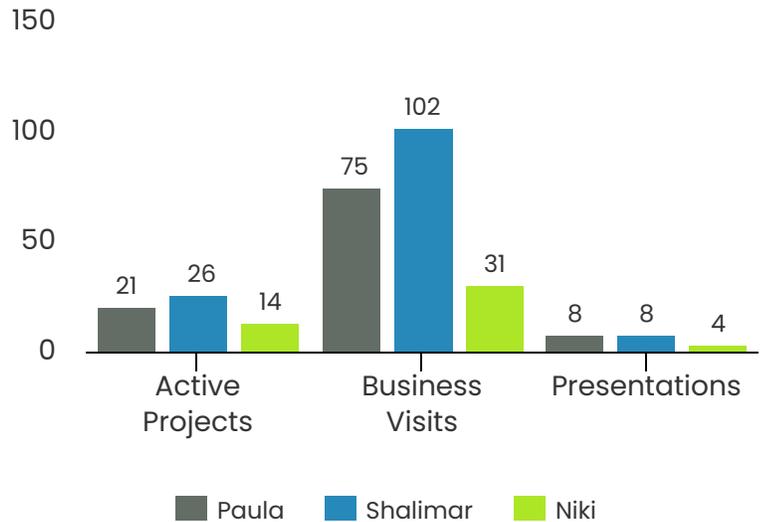
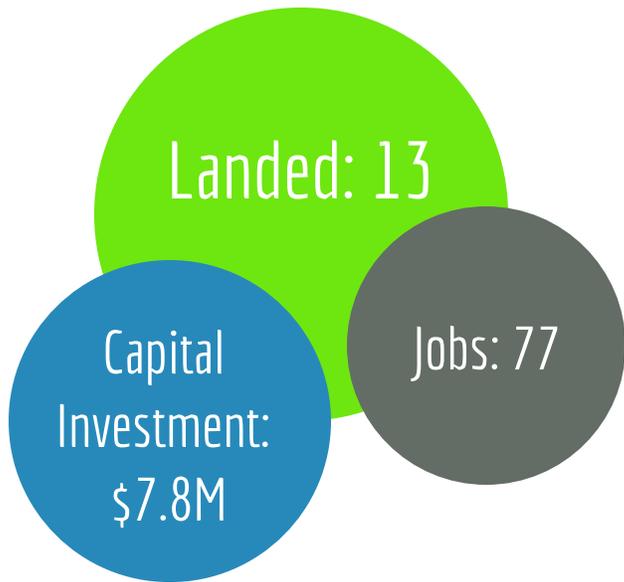
ADVANCE SOUTHWEST IOWA CORPORATION
Schedule of Activities with Budget
For the year to date ended May 31, 2021

	Jan - May 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4001 · Income - City of Council Bluffs	52,083.33	52,083.33	0.00
4002 · Income - Pottawattamie County	75,000.00	75,000.00	0.00
4003 · Greater Omaha ED Partnership	0.00	2,083.34	-2,083.34
4004 · MidAmerican Energy	0.00	0.00	0.00
4005 · Black Hills Energy	0.00	0.00	0.00
4009 · IWF Grant	0.00	0.00	0.00
4010 · Private Investment	11,600.00	13,333.34	-1,733.34
4011 · Grants/Sponsorship			
4431 · PPP Loan Reimbursement	67,529.00	67,529.00	0.00
4011 · Grants/Sponsorship - Other	0.00	833.34	-833.34
Total 4011 · Grants/Sponsorship	67,529.00	68,362.34	-833.34
4012 · Releases from Restricted Funds	2,550.00	0.00	2,550.00
4013 · MAPA Grant	0.00	5,500.00	-5,500.00
Total Income	208,762.33	216,362.35	-7,600.02
Expense			
4220 · Operations			
4221 · Rent	7,700.00	7,916.67	-216.67
4222 · Office Supplies	152.82	833.34	-680.52
4223 · Technology	3,239.84	4,166.67	-926.83
4224 · Accounting & Prof. Services	3,077.05	2,083.34	993.71
4226 · Insurance	733.68	1,666.67	-932.99
4229 · Mileage	694.71	1,250.00	-555.29
4230 · Cleaning Service	0.00	416.67	-416.67
4231 · Dues & Subscriptions	650.00	833.34	-183.34
Total 4220 · Operations	16,248.10	19,166.70	-2,918.60
4250 · Program ED & Rural			
4251 · Client Services & Site Dev.	699.35	1,041.67	-342.32
4252 · Travel - Outside Metro	0.00	2,083.34	-2,083.34
4255 · Marketing & Events	234.00	2,500.00	-2,266.00
Total 4250 · Program ED & Rural	933.35	5,625.01	-4,691.66
4270 · Programs Entrepreneurship			
4271 · Client Services	5.00	1,041.67	-1,036.67
4272 · Travel - Outside Metro	216.92	833.34	-616.42
4273 · Marketing & Events	105.41	3,125.00	-3,019.59
Total 4270 · Programs Entrepreneurship	327.33	5,000.01	-4,672.68
4500 · Staff			
4501 · Payroll	130,037.40	138,750.00	-8,712.60
4502 · Benefits	16,031.62	19,791.69	-3,760.07
4503 · Training	50.00	625.00	-575.00
4504 · Staff Bonuses	0.00	3,333.34	-3,333.34
Total 4500 · Staff	146,119.02	162,500.03	-16,381.01
Total Expense	163,627.80	192,291.75	-28,663.95
Net Ordinary Income	45,134.53	24,070.60	21,063.93
Other Income/Expense			
Other Income			
4430 · Interest Income	3.69		
Total Other Income	3.69		
Net Other Income	3.69	0.00	3.69
Net Income	45,138.22	24,070.60	21,067.62

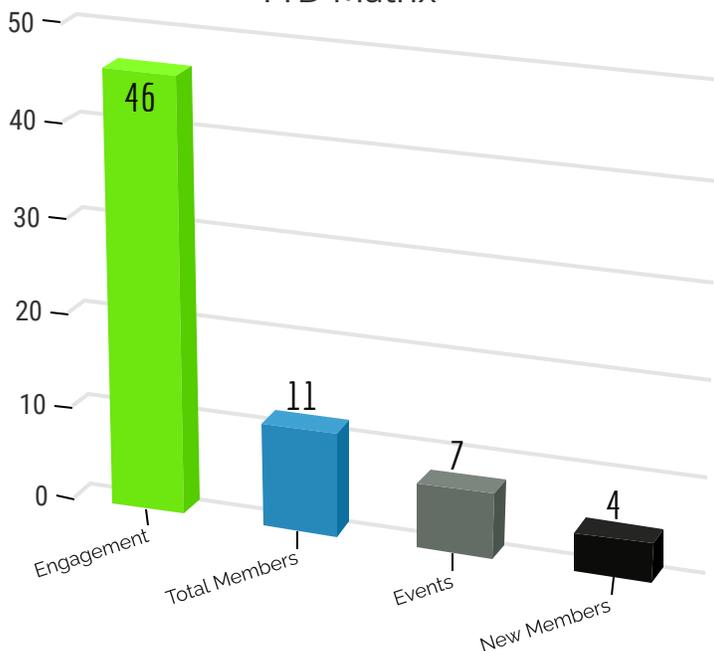
See Accountants' Compilation Report

Monthly Board & Investor Update

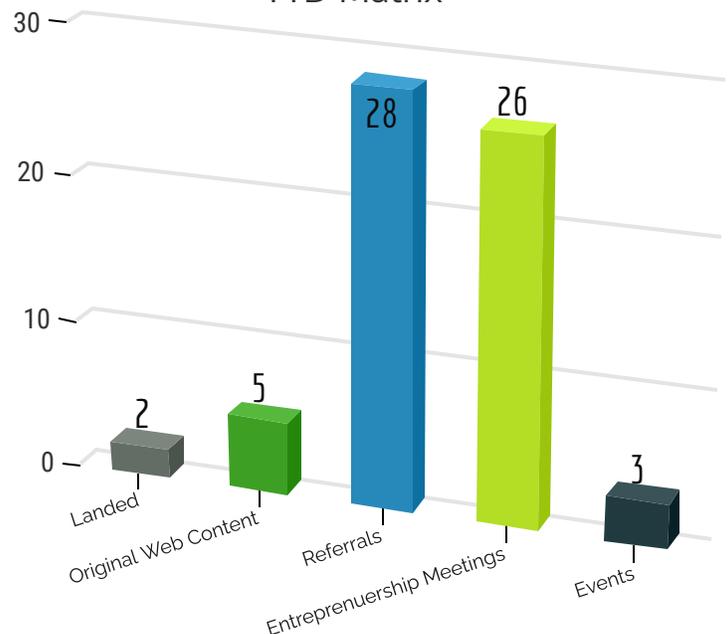
YTD Landed Projects



YTD Matrix



YTD Matrix



Executive Director Report

- Finalized two Targeted Jobs applications and submitted to IEDA for review/approval at their 6/25 BOD meeting.
- Work began on the Rural Pottawattamie County Infrastructure Collaboration. RFQ being drafted to secure a consultant with expertise in State/Federal grant writing.
- Executive Women's Partnership kicked off with an event on May 10th - Director Debi Durham was the guest speaker - I'm honored to Chair this CB Chamber initiative.
- Finalized the joint ASWIC/CB Chamber BRE list/plan. Meetings are currently being scheduled.
- Work continues on a fund development plan for the Kitchen Council - have engaged Fox Creek Fundraising and will finalize the plan in June/early July. Continue to work with the Omaha Chamber regarding the financial unwind for 2022.

Rural Development

- May 10th we Celebrated the Grand Opening/Ribbon cutting of Pour Choice Pub and Grub. A local run down bar was given new life when local restaurateurs purchased the building and renovated a tired space into something really amazing, Pour Choices is this couples 3rd restaurant in rural Pott. County. I encourage you to check it out for delicious food if you are in Oakland.
- Grand Opening/Ribbon Cutting on June 1st and June 3rd in Walnut and Shelby for Fresh Out of the Box. The grand openings were featured in several publications, as well as KCCI who did a wonderful story on it. The first day they were open they already had orders.
- May was a busy month of collaboration and partner meetings in order to prepare ourselves for the best summer season in Rural Pott. County.

Kitchen Council

- Directly engaged 5 food entrepreneurs and prospective members in May.
- Member wins: Bald Brothers secured an ongoing gig with the Rotary Club of Council Bluffs; D's Catering expanded their business model and officially launched a new food truck concept called BBQ Brothers; Veg.Edible has hit the kitchen floor running with numerous pop-ups at Dandelion, The Switch Food Hall, Let's Eat and Zen Coffee.
- Kitchen Council participated in PACE's Artist Market and two Member food trucks supplied the food.
- Kitchen Council collaborated with Nebraska Enterprise Fund (NEF) on their SBA's Program for Investment in Micro-Entrepreneurs (PRIME) grant. Should NEF be awarded, Kitchen Council will receive \$20K to deliver food focused training.

Entrepreneurial Development

- Completed 3rd of webinar series w/NEF :**45**Mogul - *Everything Funding*. Panelists included Jim Reiff/NEF, Dave Wise/TS Bank, & Michael Perrin/Next Level Ventures. Prior to summer event hiatus, we will wrap with *Everything Iowa* w/ Director Debi Durham of IEDA on 6/3.
- [Confidential] If we haven't talked about your role in REV 2021 - Let's chat!.
- Project Updates: 14 Active, 0 landed in May and 1 net new. Project Peter Pan new retail project. Project Music Tech transf. to NEF currently off active list. Project Dog Bar on hold.
- Entrepreneurial Meetup group in-person relaunch scheduled for 7/13 as informal happy hour to be held at TS Bank.
- TAI's IT Roadshow coming to CB 6/25 at River's Edge Pavilion.
- Continue reimplementing plan for live eco-system strengthening events (CB/rural).
- BBBS relaunching MentorU pilot at TJ & AL in 2021-2022. *Information attached.*