

**AGENDA**  
**RUGBY JOB DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**Thursday, November 29, 2018 - 12:00PM**  
**JDA OFFICE**  
**Conference Call Dial-in Number: (515) 604-9996 Access Code: 696016**

1. Call to Order/Roll Call
2. Consideration of Agenda - amendments, additions, deletions to the agenda
3. Consider Approval of Minutes for Oct 25, 2018 JDA regular meeting.
4. Consider Approval of Minutes for Nov 1, 2018 Executive Committee special meeting.
5. Treasurer's Report – Consider Approval of Bills/Financials
6. Director's Report
7. Old Business:
  - a. Board Bootcamp was a success! 26 attendees in person (9 from JDA board) & 2 virtual attendees. Hope to bring the next level workshop to Rugby also.
  - b.
8. New Business:
  - a. December meeting?
  - b. Board self-evaluations from Board Bootcamp
  - c. Student Loan Assistance Program – Application deadline is Fri, Dec 7 – Need 2 board members for committee
  - d. Review financials for funds for JDA programs
  - e. SBPC conference call to discuss program options available through SBPC
  - f.
9. Correspondence Received, Special Meetings and Reminders:
  - a. JDA Board Regular Meeting – Thurs, Dec ? at 12:00PM – JDA office
10. Adjournment

**Rugby Job Development Authority**  
**November 29, 2018 – 12:00 PM**  
**Board Minutes**  
**Regular Meeting**  
**JDA Office**

Members present: Susan Steinke, Gary Kraft, Terry Hoffert, Michael McNeff, Susan Selensky, Amber Feickert, Tanner Johnson, Pete Burgard, Blair Brattvet, Sandra Wolf, Jodi Schaan

Members by telephone: Karin Fursather

Members absent: Jennifer Stewart, Rob StMichel

Guests present: Susan Sitter (Pierce County Tribune)

JDA Executive Director: Jessica Brossart

Tanner Johnson, President, called the meeting to order at 12:03PM.

Motioned by Burgard to approve the agenda, seconded by Brattvet, motion carried.

Motioned by Fursather to approve the October 25, 2018 minutes, seconded by Wolf, motion carried.

Motioned by Kraft to approve November 1, 2018 Executive Committee meeting minutes, seconded by Feickert, motion carried.

Bills and financials were reviewed. All financials are now produced for month end, not up to meeting date. Johnson, Steinke, & Kat Accounting have created more comprehensive financial templates to use each month.

Brossart to make balance sheet comparison updates/research: Zero out Big Pauly's loan, update Rugby Broadcasters loan, research \$1609.53 intangible assets, research \$15,219.86 Rugby JDA land, research Johnson Clinic info including loans, rent, & interest.

A motion to approve the bills and financials as reported was made by Brattvet, seconded by Hoffert, motion carried.

**Directors Report:**

- a. Brossart attended the EDND conference Oct 29-31 in Minot. Considering attending IEDC conference in Jan 2019.

**Old Business:**

- a. The Board Bootcamp that we are hosted on Nov 15 from 6 to 8pm at the Farm Credit Services meeting room was a success! 26 attendees in person (9 from JDA Board) & 2 virtual attendees learned how to better serve on their boards. We hope to bring the next level workshop to Rugby also.

**New Business:**

- a. Due to scheduling conflicts & the holidays, motion by Hoffert to not have a December meeting & for our next meeting to be Thursday, January 24, 2019. Seconded by Schaan, motion carried.

**Rugby Job Development Authority – November 29, 2018 – 12:00 PM**  
**Board Minutes - Regular Meeting - JDA Office**

- b. Board self evaluations from Board Bootcamp were looked at & will be completed by members on their own.
- c. JDA's Student Loan Assistance Program deadline is usually December 1, but was extended to Friday, December 7, 2018. Applicants can download guidelines & application at RugbyJDA.com or pick it up at our office. Applications can be sent to or dropped by JDA office. Student Loan Program Committee needs 2 members to replace Kunde & Heilman. Fursather & Schaan volunteered for committee. Motion by Hoffert to add these 2 board members to committee, seconded by Burgard, motion carried.
- d. Brossart will organize an Executive Committee Meeting to further examine financials to determine how many funds could be available to create new JDA programs.
- e. Brossart shared two Souris Basin Planning Council informational handouts from the previous Executive Committee Meeting. The "Proposal for Services" handout highlights how SBPC can help with the legal & technical services that would be needed to create our own revolving loan fund/interest buy down program. The "Souris Basin Growth Fund" handout highlights the benefits of participating in a new regional loan pool program. Brossart also shared a "Forward Devils Lake - 20 by 20" brochure that highlights a workforce recruitment & retention program that Devils Lake recently implemented.

The next **regular meeting is scheduled for Thursday, January 24, 2019 at 12:00PM.**

Motion to adjourn by Hoffert at 1:05PM, second by Steinke.

Respectfully submitted,

Jessica Brossart, Executive Director