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Columbia Economic Development Corporation

MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
AUDIT and FINANCE COMMITTEE
Tuesday, December 8, 2020
Via Zoom due to COVID-19,

A regularly scheduled meeting of Columbia Economic Development Corporation’s (CEDC) Audit and Finance Committee was via Zoom due to the COVID-19 outbreak, on December 8, 2020. The meeting was called to order at 8:30am by Mr. Lee, Chair.

Attendee Name	Title	Status	Departed
David Fingar	Committee Member	Present via Zoom	
Tish Finnegan	Committee Member	Present via Zoom	
James Lapenn	Committee Member	Present via Zoom	
John Lee	Committee Member	Present via Zoom	
Seth Rapport	Committee Member	Present via Zoom	
F. Michael Tucker	President/CEO	Present via Zoom	
Andy Howard	Counsel	Present via Zoom	
Lisa Drahushuk	Administrative Supervisor	Present via Zoom	
Erin McNary	Bookkeeper	Present via Zoom	
Martha Lane	Business Development Specialist	Present via Zoom	
Carol Wilber	Marketing Director	Present via Zoom	

Minutes:

Mr. Lapenn made a motion, seconded by Ms. Finnegan to approve the October 15, 2020 minutes as presented. Carried.

CEO/President Monthly Financial Report:

2021 Budget:

Mr. Tucker reviewed the revised 2020 budget and the earlier 2021 adopted budget. He noted the County had informed CEDC their funding would be cut in 2021 by 20%. He turned to the handout listing Alternative Budget C and outlined the differences. Mr. Lapenn asked where the vulnerabilities lie on the income side of the proposed revised 2021 budget. Mr. Tucker felt one of the Office of Community Renewal grants and new memberships may fall short. He felt it was no more that 5% or 10% is vulnerable. He thought the aggressive side was the restriction of New Initiatives from \$58,000 this year to \$30,000 next year.

Mr. Tucker outlined the process for adding staff members to marketing and bookkeeping /administrative staff and adding a full time Project Manager who would spend 60- 65% of their time working on the Loan program and the other 35-40% of their time working with Mike on programs. He felt that additional outreach would drive business to the technical assistance, the loan program and boost membership. Mr.



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Rapport asked Mr. Tucker to confirm the Ginsberg funds could be used in the way presented in the proposed budget change. Mr. Tucker felt that it would be acceptable to the County. *Mr. Lapenn made a motion, seconded by Mr. Rapport to recommend the 2021 Budget Alternative C to the Full Board for consideration at the next meeting. Carried.*

Mr. Tucker reviewed the grant income and expense sheet; the cash analysis; the sheet outlining the funds owed to the SBA and those available to lend from SBA money. Mr. Rapport expressed his concern with the HDC loan, as a larger loan with a larger list. Mr. Tucker stated HDC had made a commitment at their last meeting to move forward with finding a purchaser for the property. They are also aware that CEDC has a lien on the entire parcel, not only the CSX parcel. He stated his only concern is if HDC wants to extend the loan.

Mr. Tucker stated the accountants have suggested CEDC add an additional \$100,000 to the Loan Loss Reserve. He noted this would show an additional loss on the profit and loss statement. Mr. Lapenn asked if there was an operational impact. Mr. Tucker stated there was none. *Mr. Rapport made a motion, seconded by Mr. Fingar to recommend adding an additional \$100,000 into the loan loss reserve to the full board. Carried.*

Mr. Tucker reviewed the deferral status of the loan portfolio. He noted 19 were currently in deferral, in April 2021 that number drops to one, and in May 2021, no loans will be in deferment.

Mr. Lee asked if there was a timeline for the new hires. Ms. Wilber gave an overview of the response and the potential of the candidates. She stated the final part of the interview would be a Zoom call with the staff and Mike. Mrs. Drahushuk stated she and Ms. McNary had interviewed several people and would be holding a final interview with Mr. Tucker in the next week. Mr. Tucker stated he planned on having the Administrative Assistant and the Marketing Assistant begin prior to the end of the year. Ms. Lane stated they had several interviews with the candidate who would be joining the staff meeting tomorrow on a staff meeting call. She stated a decision would be made after that meeting.

With no other business to come before the committee and no public comment, Mr. Fingar made a motion, seconded by Mr. Rapport to adjourn the meeting. Carried.

The meeting adjourned at 9:31am

Respectfully submitted by Lisa Drahushuk