



**MINUTES**  
**Ellensburg Business Development Authority**  
**September 21, 2004**

**PRESENT:** Desmond Knudson      Doug Ryder      Lynn Jenison      Fritz Glover  
                 Bill Meyer                      Bob Titus

**ABSENT:** Jerry Decker                      Charlotte Tullos      John Winbauer

**STAFF PRESENT:** Debbie Strand      Sherry Luke

---

**I. Establish Quorum**

The Ellensburg Business Development Authority (EBDA) met in the Incubator conference room on Tuesday, September 21<sup>st</sup>, 2004. Chair Desmond Knudson confirmed that a quorum was present and called the meeting to order at 5:30 p.m.

**II. Minutes: July 20, 2004 Board Meeting and August 17, 2004 Special Meeting**

Lynn Jenison made a motion to approve minutes of July 20, 2004 with two minor corrections (which have been done), Doug Ryder seconded the motion, and it passed unanimously. Bob Titus made a motion to approve minutes of August 17, 2004 as presented, Jenison seconded the motion, and it passed unanimously.

**III. Financials**

Titus moved to defer review of Financials until Treasurer Jerry Decker arrived, Doug Ryder seconded the motion, and it passed unanimously. Decker did not arrive, and Debbie Strand reviewed Financials at the end of the meeting, which are reported here for consistency.

**A. Approval of July 2004 Checks**

*EBDA-Operations:* Titus moved to approve checks 9151-9176 in the amount of \$11,565.20, Doug Ryder seconded the motion, there was no discussion, and the motion passed unanimously. *EBDA-Airport:* Titus moved to approve checks 1323-1325 in the amount of \$2,923.59, Doug Ryder seconded the motion, there was no discussion, and the motion passed unanimously.

**B. Approval of August 2004 Checks**

*EBDA-Operations:* Titus moved to approve checks 9177-9192 in the amount of \$21,951.29, Ryder seconded the motion and it passed unanimously. *EBDA-Airport:* Titus moved to approve checks 1326-1329 in the amount of \$26,625.27, Ryder seconded the motion and it passed unanimously.

*August Profit Loss Budget vs. Actual by Fund:* Net Revenues are strong, especially for the Airport, and overall are about \$34,000 over budget. *August Balance Sheet by Fund:* The

Balance Sheet indicates a healthy cash and good overall financial position.

**IV. Chair's Report**

**A. Hobart Past Due Rents**

Chair Knudson deferred to Director Strand for an update. Strand reported that the Executive Committee directed her to ask President Rosemary Brester for a personal guarantee of rent, current financial reports, and a payment schedule. Brester responded that she is willing to provide a personal guarantee; financial reports are not yet updated, but revenues are similar to last year while expenses are more than last year; and that she intends to submit a payment shortly. Strand also noted that Brester is always accessible, Hobart is bidding and receiving contracts while the aerospace industry is generally down and payments are typically slow, Hobart has other diversified corporations, and that she has an email paper trail. The Board directed Strand to consult with Decker and John Winbauer regarding a personal guarantee. Strand will email Board members update regarding personal guarantee.

**B. Officers 2005**

Secretary Jenison and Treasurer Decker will remain in their positions. Vice-Chair Ryder will become Chair. Thus, the Vice-Chair position is open. Fritz Glover has declined, and Strand will ask Winbauer.

**C. Other**

None

**V. Director's Report**

Strand provided a written report.

**A. Tenant/Borrower Status**

Except Hobart, all tenants and MicroLoan payments are current. Quilter is remodeling, receiving equipment, and designing a new logo and labels.

**B. Staff Activities**

A proposal will be made to City Council to change the signs on the east side of Prospect Street to "No Parking" and "No Truck Parking" in the cul-de-sac.

**VI. New Business**

None

**VII. Other Business**

None

**VIII. Announcements**

None

**IX. Adjourn**

The meeting was adjourned at 6:05 p. m.

Respectfully submitted,

Lynn Jenison, Secretary