

**North Central Montana Economic Development District  
Board of Directors Quarterly Meeting Minutes  
Wednesday, January 27, 2021  
Pondera Senior Center, Conrad, MT and conference call**

Call to Order at 2:03 p.m. by Chairman Tony Sitzmann

**Attending:** Tony Sitzmann, Sarah Converse, Corey Hageman, Shane Etwiler, Lila Boyd, Brenda Schilling, Mike Mills, Lorette Carter, Gerald Wagner, and Cyndi Johnson.

**Approval of Agenda:**

It was moved and seconded to approve the agenda for January 27. Motion passed.

**Approval of Meeting Minutes:**

It was moved and seconded to approve the September 23 and December 16 meeting minutes. Motion passed.

**Financials:**

It was moved and seconded to approve the September, October, November, and December financials. Motion passed.

**Administrative Report:**

Marketing: Discussed weekly newsletters, “Tuesday Newsday” and “Friday Funday”. Initial open rates and click rates are encouraging, along with feedback and calls for technical assistance.

Hiring with PRPA: Accepted 2 volunteers for hiring committee to evaluate candidates for collaborative administrative assistant with Pondera Regional Port Authority as approved previously.

**Business Items:**

Set meeting dates for 2021: March 24, June 23, September 22, and November 17 at the Pondera County Senior Center for board meetings.

Annual meeting decision: A decision will be made in March for an April date.

Approval of 2021 Scope of Work: Updates reviewed and discussed. It was moved and seconded, motion passed.

Nominating committee: Lorette Carter, Gerald Wagner, Cyndi Johnson, and Lila Boyd volunteered.

Review of business survey questions: Staff is still wordsmithing their draft. Discussions held about the focus of the survey and how best to draw attention of survey-takers to that focus.

Area reports and Public Comment: Discussion held concerning Brownfields and educating the public about the Brownfields program.

**Adjournment:** Meeting adjourned at 3:18 pm. Next meeting March 24, 2021 at 2 pm at Pondera County Senior Center and through Zoom.