



Board of Directors Meeting
Tuesday, July 21st, 2020 | 8:00 a.m.

Via Zoom: <https://us02web.zoom.us/j/83276085148>

Agenda

- Call to Order John Casella II, President
- Approval of Minutes from June 16th, 2020 John Casella II, President
(see attachments, pages 2-3)
- Committee Reports Karen Garrow, Chair
 - Finance (see attachments, pages 4-8)
- Old Business John Casella II, President
 - REDC / Chamber Merger Task Force
- New Business
- Adjournment

Upcoming Meetings:

REDC Board Meeting – Thursday, July 30th, 8:00 a.m. – 9:00 a.m.

Entrepreneurship Committee – Tuesday, August 4th, 8:00 a.m. – 9:00 a.m.

Finance Committee – Tuesday, August 11th, 8:15 a.m. – 9:15 a.m.

Real Estate Committee – Wednesday, August 12th, 8:00 a.m. – 9:00 a.m.

REDC Board Meeting – Tuesday, August 18th, 8:00 a.m. – 9:00 a.m.



Board of Directors Meeting Minutes
Tuesday, June 16, 2020
Via Zoom

Members Present: John Casella II, Ed Bove, Steve Costello, Mike Doenges, Brennan Duffy, Karen Garrow, Mary Anne Goulette, Nicole Kesselring, Amy Laramie, Shana Louiselle, Jonathan Spiro, Mark Werle

Members Absent: Dennis Carroll, Mary Cohen, Dan Doenges, Mark Foley Jr., Teresa Leichtnam, Greg McClallen, John Russell III

Others Present: Elicia Mailhiot, Tyler Richardson, Kim Rupe

The meeting was called to order at 8:01 a.m.

Approval of Minutes

Mark W. moved to accept the minutes from May 19, 2020. The motion was seconded by Karen and passed unanimously.

Executive Director's Report

Staff is currently seeing submissions for Regional Priority Projects, a statewide effort organized by ACCD to identify regional priority projects in need of funding. Projects can be submitted through the end of next week and a review committee is being established to rank the submissions and submit to the state to provide a better understanding of what projects are lacking necessary funds to complete within each region. The governor's emergency COVID package is making its way to the legislature and it appears that the \$70 million that is going to be made available to small businesses will be through grants. Federal money is being deployed slowly to phase out available funds. The MINT is slowly reopening but without staff the volunteers will be responsible of proper cleaning and sanitation. It does not appear that membership has been dramatically negatively impacted but an updated report will be available soon. The Ops Team has been using the closure as an opportunity to rearrange the space since the new wall was constructed. A communication report has been included in this month's board packet and we have seen some positive engagement. Elicia shared that this will provide a benchmark to move forward. Social media engagement has increased to daily which has been positive. Since communication is in such a high demand right now, we may see a drop in engagement over the next few months as things change with COVID. Elicia will submit this report monthly for staff and board review.

Entrepreneurship Committee

John reported that the committee did not meet this month but is continuing to support entrepreneurship and The MINT specifically. One thing to keep in mind is that once the OnRamp course is completed, the committee will be brought back into this group to support the students in their next steps post course completion.

Policy Committee

Tyler shared the committee met on May 20th with the Rutland delegation to reopen channels of communication with this committee. The main conversation during this meeting was determining the committee's perspective on how we want to be a voice in refining VT post pandemic. Currently the legislature remains in crisis mode so the appetite for these conversations is limited right now. Peg Flory has resigned from the Vermont State College System Board of Trustees. The CU Rutland Advisory Board has been working to assist in the recommendation process for appointment in hopes it will remain someone from this region.

Finance Committee

Karen shared that the committee did not have a regular meeting this month but did meet twice in May to review loan applications. One request was approved at \$15,000 through our emergency loan program. John Casella II did attend one committee meeting to further discuss the finances of the potential merger with the Chamber.

Real Estate Committee

Tyler reported that the committee did not meet this month, but the committee has been working to finalize the agreement for GE to sub lease 8,200 square feet from Ellison/Bodycote until the end of 2020 which has recently been finalized.

Marketing Committee

Steve shared that marketing efforts remain on hold until we get a little further out of COVID response and can have potential collaborations. The group did meet with a regional group in Addison looking at CARES money for marketing efforts.

New Business

John Casella II shared that Mary Cohen suffered the tragic loss of her partner and the board extended their hearts to Mary. The Executive Committee would like to show REDC's support by proposing a donation be made to the Jack Rogers Fund on behalf of REDC. A recommendation was made to set this amount at \$500. Anyone else who would like to contribute to this donation who have not already done so should reach out to Tyler.

Motion: Steve made a motion to donate \$500 to the Jack Rogers Fund on behalf of REDC. The motion was seconded by Karen and passed unanimously.

Brennan updated the board on the significant changes to Center Street to help businesses expand their outdoor seating. Traffic remains two-way and feedback has been very positive. The project should be completed by the end of the month. This is a pilot project for this summer which was cost \$20,000. If this is something that is decided to continue more in-depth engineering will be needed along with grant solicitation, donations, etc. Devon Neary at RRPC has been vital in this project. Brennan will share some visuals with Tyler to provide to the board.

Old Business

John Casella II reported that updated information on the Chamber/REDC discussions are included in the packet and requested a motion be made to move into Executive Session for further discussion.

Motion: Nicole made a motion to move into Executive Session to discuss the potential Chamber/REDC merger at 8:44 a.m. The motion was seconded by Mary Ann and passed unanimously.

Motion: Steve made a motion to exit Executive Session at 9:09 a.m. The motion was seconded by Mark W. and passed unanimously.

Adjourned 9:10 a.m.



Finance Committee Meeting Minutes
Tuesday, July 14, 2020 | Via Zoom

Members Present: Karen Garrow, Scott Dikeman, Mark Foley Jr., Rolf Hirschmann, Chris Keyser

Staff Present: Tyler Richardson

The meeting was called to order at 8:17 A.M.

Motion: Mark moved to accept the minutes from May 28, 2020. The motion was seconded by Rolf and passed unanimously.

REDC Internal Financials and Cash Flow:

Tyler reported the financials look good for month-end with nothing unusual to report.

Membership Report

A report is included in the packet. We still have nine members who have not paid their dues for the year. REDC staff continues to do outreach for these payments.

Revolving Loan Fund:

The committee reviewed the client report. Loan #108-01-01 has made no payments since the last meeting. The committee asked staff to increase the frequency of calls and emails to the client, as well as to the lending partners, to put pressure on all parties in light of the fact we are the only lender in this project not getting paid. The committee requested putting the loan on non-accrual status until further notice.

Motion: It was moved by Scott to put loan #108-01-01 in non-accrual status for the interest of the loan until further notice. The motion was seconded by Chris and passed unanimously.

REDC/Chamber Budget

The committee reviewed the draft of the budget for the proposed REDC/Chamber merger, which included a review of the new staffing structure. This budget is the result of weeks of work looking into creating and operationalizing a joint structure between the two organizations. After much discussion, the committee recognized that as things continue to evolve in the current climate the budget and structure that gets approved will need to be reevaluated regularly.

Motion: Mark moved to approve the REDC/Chamber budget as presented in the interim term with a planned review of progress and any amended budget as we move into our fiscal year in October. The motion was seconded by Chris and passed unanimously.

Old Business:

The committee discussed the audit, and Tyler reported he will be talking with the auditors to wrap things up next week.

New Business:

None.

Adjournment at 9:39 A.M.

Rutland Economic Development Corp.

Profit & Loss

October 2019 through June 2020

	Jun 20	Jun 19	Oct '19 - Jun 20	Oct '18 - Jun 19
Ordinary Income/Expense				
Income				
Admin Fees from Funds	2,007.79	2,371.58	20,683.62	21,835.02
Interest Income Banks and CDs	89.89	60.75	838.63	551.71
Interest Income From DRP Loan	3.90	7.80	55.17	93.62
SBDC Reimbursement	0.00	0.00	2,000.00	6,000.00
ACCD Grant	0.00	0.00	81,913.00	77,313.00
Membership Contributions 2019	0.00	1,250.00	1,750.00	66,850.00
Membership Contributions 2020	3,500.00	0.00	54,600.00	0.00
Program Services Fees	0.00	0.00	0.00	1,272.00
Rent from IRP	225.00	225.00	2,025.00	2,025.00
Rent from Ellison	12,646.00	12,380.00	125,662.00	110,886.00
Ellison Reimbursement	0.00	20,103.06	30,482.38	50,450.84
MINT Rent	650.67	0.00	3,904.02	0.00
MINT Reimbursement	1,013.72	0.00	11,733.41	0.00
Miscellaneous Fees				
Annual Meeting	0.00	0.00	9,870.00	10,560.00
Real Careers Project	0.00	225.00	0.00	1,888.00
Late Fees	0.00	0.00	97.00	0.00
VDOL Summit	0.00	0.00	4,509.02	0.00
Rutland Parent Child Center Inc	0.00	0.00	0.00	135,326.53
Miscellaneous Revenue	0.00	0.00	0.00	0.00
Total Miscellaneous Fees	0.00	225.00	14,476.02	147,774.53
BGS Grant Funds Received	0.00	0.00	15,000.00	5,000.00
BGS Grant Funds Disbursement	0.00	0.00	0.00	-5,000.00
Total Income	20,136.97	36,623.19	365,123.25	485,051.72
Gross Profit	20,136.97	36,623.19	365,123.25	485,051.72
Expense				
Qualitad Building				
Interest Expense - VEDA	1,094.25	1,369.64	10,866.55	13,003.24
Interest Expense - VEDA Roof	260.68	355.31	2,480.45	3,065.63
Real Estate Taxes	0.00	0.00	9,702.97	9,774.98
Electric	0.00	750.00	1,500.00	2,250.00
Fuel Oil	0.00	0.00	14,940.84	13,955.47
Lawn Care & Plowing	381.44	381.44	13,136.30	14,890.88
Inspections & Security	0.00	288.00	948.05	494.55
Sewer Charge- Rutland City	0.00	0.00	11,307.33	7,679.91
Sewer Charge-Rutland Town	0.00	0.00	0.00	-448.33
Comcast Security Phone Line	81.44	78.48	646.06	699.90
Property Insurance 112 Quality	0.00	1,305.00	5,220.00	5,220.00
Repairs & Maintenance	215.40	144.96	11,016.42	605.40
Depreciation	2,699.33	2,699.33	24,293.97	24,293.97
Total Qualitad Building	4,732.54	7,372.16	106,058.94	95,485.60
REDC Office				
Rent to MKF Properties	1,500.00	1,500.00	15,000.00	10,200.00
Telephone & telecommunications	668.84	323.96	3,322.24	2,882.60
Copier Lease	163.23	0.00	1,762.88	1,338.48
Office Expense	57.22	118.79	447.44	1,056.12
Cleaning	250.00	200.00	2,200.00	1,900.00
Utilities	52.48	135.87	536.51	678.60
Total REDC Office	2,691.77	2,278.62	23,269.07	18,055.80
Operational Fees				
Advertising Expense	0.00	1,531.32	0.00	13,672.64
Filing Fees	0.00	0.00	50.00	75.00
Payroll Processing Fees	118.65	133.24	1,123.95	1,389.68
Accounting fees	650.00	1,800.00	5,200.00	5,400.00

Rutland Economic Development Corp.

Profit & Loss

October 2019 through June 2020

	Jun 20	Jun 19	Oct '19 - Jun 20	Oct '18 - Jun 19
Annual Meeting Expenses	0.00	0.00	6,118.73	6,081.12
Audit Expense	0.00	0.00	6,000.00	13,400.00
Bank Charges	6.00	0.00	59.63	80.35
Insurance				
Workers Comp	0.00	164.75	749.00	657.44
Auto Policy	0.00	57.50	252.00	229.40
Commercial Policy	0.00	666.25	2,693.00	2,665.16
D/O Ins Policy	0.00	0.00	1,226.24	1,241.21
Total Insurance	0.00	888.50	4,920.24	4,793.21
Computer Services	152.23	0.00	3,152.23	3,357.88
Dues & Subscriptions	440.98	55.98	732.95	794.72
Education and Seminars	0.00	0.00	1,314.84	27.83
Legal fees	0.00	0.00	0.00	250.00
Marketing	31.32	0.00	11,096.06	0.00
Travel/Mileage	0.00	273.16	563.86	827.39
Postage & Shipping	0.00	0.00	131.01	100.00
Travel & Entertainment				
Travel & Meetings Expenses	0.00	81.20	0.00	391.10
Conference, Convention, Meeting	254.67	45.00	843.56	654.35
Entertainment Expenses	0.00	40.74	246.55	157.79
Total Travel & Entertainment	254.67	166.94	1,090.11	1,203.24
Website Development	0.00	26.00	457.62	576.00
Miscellaneous				
Rutland Maker Space	40.00	0.00	200.00	0.00
Rutland Parent Child Center Exp	0.00	0.00	0.00	135,326.53
Miscellaneous - Other	22.80	250.00	2,430.89	316.83
Total Miscellaneous	62.80	250.00	2,630.89	135,643.36
Total Operational Fees	1,716.65	5,125.14	44,642.12	187,672.42
Wages				
Salaries & Wages	14,389.23	15,385.12	135,913.77	140,117.45
Payroll Taxes	1,321.03	1,176.94	13,087.66	14,262.83
Employer Cont. Simple IRA	121.76	0.00	1,742.12	0.00
Total Wages	15,832.02	16,562.06	150,743.55	154,380.28
Total Expense	24,972.98	31,337.98	324,713.68	455,594.10
Net Ordinary Income	-4,836.01	5,285.21	40,409.57	29,457.62
Other Income/Expense				
Other Income				
IRP Income				
Interest Income Banks and CDs	0.00	53.72	205.15	488.26
Interest Income From IRP LOAN	2,138.39	466.56	23,291.62	25,025.73
Total IRP Income	2,138.39	520.28	23,496.77	25,513.99
Total Other Income	2,138.39	520.28	23,496.77	25,513.99
Other Expense				
IRP Expense				
Interest Exp - IRP	0.00	0.00	4,614.52	4,468.51
Fund Rent Expense	225.00	225.00	2,025.00	2,025.00
Admin Fee Expense	2,007.79	2,371.58	20,683.62	21,835.02
Loan Loss Expenses	-474.62	-878.03	-8,462.55	-1,411.32
Total IRP Expense	1,758.17	1,718.55	18,860.59	26,917.21
Total Other Expense	1,758.17	1,718.55	18,860.59	26,917.21
Net Other Income	380.22	-1,198.27	4,636.18	-1,403.22
Net Income	-4,455.79	4,086.94	45,045.75	28,054.40

Rutland Economic Development Corp.

Balance Sheet by Class

As of June 30, 2020

	Operating Fund	IRP Fund	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
NBT - BGS Grant (R) 7720	20,500.00	0.00	20,500.00
NBT - MM 4802	77,751.93	0.00	77,751.93
HFCU Checking - IRP 5 3600	0.00	109,706.03	109,706.03
HFCU Savings - IRP 5	0.00	25.51	25.51
HFCU Checking IRP 4 7900	0.00	244,295.21	244,295.21
HFCU Savings - IRP 4	0.00	24,895.89	24,895.89
Berkshire-Rutland PCC (R) 9118	694.60	0.00	694.60
Berkshire MM IRP 2&3 2981	0.00	11,362.26	11,362.26
Community Checking IRP 2&3 0303	0.00	81,343.72	81,343.72
Community Operating 6504	10,005.95	0.00	10,005.95
Community - DEV 3652	33,865.92	0.00	33,865.92
Peoples Operating Checking 0298	218,944.81	0.00	218,944.81
Peoples Checking - IRP 4 0379	0.00	54,943.08	54,943.08
TD Checking - DEV 1638	58,008.28	0.00	58,008.28
TD Short Term Investments - DEV	34,138.16	0.00	34,138.16
Petty cash	132.76	25.00	157.76
Total Checking/Savings	454,042.41	526,596.70	980,639.11
Accounts Receivable			
Accounts receivable	19,272.82	30,404.24	49,677.06
Total Accounts Receivable	19,272.82	30,404.24	49,677.06
Other Current Assets			
Security Deposit Merchants Row	1,600.00	0.00	1,600.00
Loan - Downtown Rutland Part.	2,954.47	0.00	2,954.47
Due to OP Fund (from IRP)	159,576.63	0.00	159,576.63
Total Other Current Assets	164,131.10	0.00	164,131.10
Total Current Assets	637,446.33	557,000.94	1,194,447.27
Fixed Assets			
Building - Qualitatd	958,242.90	0.00	958,242.90
Computer Equipment/Software-OP	11,117.78	0.00	11,117.78
Computer Equipment/Software-IRP	0.00	3,450.40	3,450.40
Office Furniture & Equipment	12,937.35	0.00	12,937.35
Land Improvements	167,300.00	0.00	167,300.00
Accumulated Depreciation	-436,153.89	-3,450.00	-439,603.89
Total Fixed Assets	713,444.14	0.40	713,444.54
Other Assets			
Loan Loss Reserve	0.00	-32,104.84	-32,104.84
IRP - Note Rec Long Term	0.00	458,640.62	458,640.62
Cold River Industrial Park	9,219.29	0.00	9,219.29
Total Other Assets	9,219.29	426,535.78	435,755.07
TOTAL ASSETS	1,360,109.76	983,537.12	2,343,646.88
LIABILITIES & EQUITY			
Liabilities			

Rutland Economic Development Corp.

Balance Sheet by Class

As of June 30, 2020

	Operating Fund	IRP Fund	TOTAL
Current Liabilities			
Accounts Payable			
Accounts payable	974.83	0.00	974.83
Total Accounts Payable	974.83	0.00	974.83
Other Current Liabilities			
Accrued Interest Exp - OP	434.81	0.00	434.81
Accrued Interest	0.00	4,468.09	4,468.09
Security Deposits	3,806.25	0.00	3,806.25
N/P VEDA - Current	-22,103.10	0.00	-22,103.10
Current VEDA LOAN 2 - ROOF	-6,846.35	0.00	-6,846.35
Downtown Rutland Part.	2,954.47	0.00	2,954.47
Deferred Membership	6,500.00	0.00	6,500.00
Debentures Payable	32,850.00	0.00	32,850.00
BGS GRANTS	20,000.00	0.00	20,000.00
Due from IRP Fund (to OP)	0.00	159,576.63	159,576.63
Total Other Current Liabilities	37,596.08	164,044.72	201,640.80
Total Current Liabilities	38,570.91	164,044.72	202,615.63
Long Term Liabilities			
NP VEDA RIDCG01 LT	277,965.66	0.00	277,965.66
LONG TERM VEDA LOAN 2 ROOF	82,421.32	0.00	82,421.32
Note Payable-IRP#2 LT	0.00	59,738.09	59,738.09
Note Payable-IRP#3 LT	0.00	200,170.06	200,170.06
Note Payable-IRP#4 LT	0.00	177,498.81	177,498.81
Note Payable IRP -#5 Long Term	0.00	85,200.00	85,200.00
Total Long Term Liabilities	360,386.98	522,606.96	882,993.94
Total Liabilities	398,957.89	686,651.68	1,085,609.57
Equity			
Unrestricted net assets			
Fund Balance Unrestricted-Oper	912,799.31	0.00	912,799.31
Total Unrestricted net assets	912,799.31	0.00	912,799.31
Restricted Net Assets			
Fund Balance Restricted - IRP	0.00	294,867.00	294,867.00
Total Restricted Net Assets	0.00	294,867.00	294,867.00
Unrestrict (retained earnings)	8,463.98	-3,138.73	5,325.25
Net Income	39,888.58	5,157.17	45,045.75
Total Equity	961,151.87	296,885.44	1,258,037.31
TOTAL LIABILITIES & EQUITY	1,360,109.76	983,537.12	2,343,646.88