

ATTACHMENT 2

Headwaters Fund Board Meeting Minutes

1. November 14, 2017
2. December 12, 2017 (draft)

Headwaters Fund Board Meeting Minutes
November 14, 2017 – 12:15-2:45 p.m.
Prosperity Center, 520 E Street, Eureka

MEMBERS PRESENT: Carl Hansen, Cedar Reuben, Dianna Rios, Bruce Rupp, Buzz Webb

MEMBERS ABSENT: Chuck Ellsworth, Greg Seiler

OTHERS PRESENT: Karen Meynell, Debbie Damiano

Item #	Action	Pass/Fail
1	Approve minutes from September 19, 2017 meeting	Pass

1. Opening

Chair Dianna Rios called the meeting to order at 12:18 p.m. A quorum was present. Introductions were not necessary.

It was moved by Bruce Rupp and seconded by Buzz Webb to approve the September 19, 2017 draft minutes as written. Chair called for public comment – none received. Motion carried.

Chair called for public comment:

- None received.

Staff and members reported attendance at the following meetings/events:

- Bruce Rupp attended Arcata Economic Development Corporation's annual meeting.
- Cedar Reuben attended a Humboldt Made board meeting and shared that the move to Clarke Museum and the takeover of the visitor center is going very well.
- Staff attended a Prosperity Network meeting where Humboldt Made gave a presentation and shared a webinar on downtown revitalization. The Small Business Development Center held a food flight showdown and over 400 people attended.
- Staff and Cedar attended a transportation forum hosted by the Eureka Chamber.

2. Review of Three Grant Applications in the November 1, 2017 Grant Round

\$75,000 is allocated for grant funding for fiscal year 2017-2018. The following three grant proposals have been received:

- Sequoia Park and Zoo Foundation
- HSU – Norcal PTAC
- North Coast Small Business Development Center

Proposals were distributed to members in advance for review.

After review and discussion of each proposal, it was decided all three applicants would be contacted and invited to December's meeting in order to answer questions members have about their proposals. Staff will arrange for applicants' attendance at the December meeting.

3. Staff and Board Updates

Staff reported the following:

- There have been three mini-grants applications funded to date:
 - The Eureka Chamber of Commerce - \$1,000
 - No. CA Procurement Technical Assistance Center (Norcal PTAC) - \$1,500
 - Miranda's Rescue - \$1,500
- CEDS Update:
 - The workforce survey has been developed by HSU's California Center for Rural Policy
 - One-on-one interviews with business stakeholders are being conducted
 - Focus groups of business leaders being developed

Bruce Rupp suggested staff contribute to the Redwood Region Economic Development Commission's and Arcata Economic Development Corporation's monthly newsletter. Staff will provide both with information for their upcoming newsletters.

Cedar Reuben announced is attending tonight's town hall meeting regarding opioids. The meeting starts at 6:00p.m. and is being held at the Humboldt County Office of Educations' Sequoia Conference Room.

4. Adjourn

Chair Dianna Rios adjourned the meeting at 2:30 p.m.

Next Meeting: December 12, 2017

**Headwaters Fund Board Meeting Minutes
December 12, 2017 – 12:15-2:45 p.m.
Prosperity Center, 520 E Street, Eureka**

MEMBERS PRESENT: Chuck Ellsworth, Carl Hansen, Cedar Reuben, Dianna Rios, Bruce Rupp, Greg Seiler, Buzz Webb

MEMBERS ABSENT: None

OTHERS PRESENT: Michale Dearden, Julie Benbow, Gretchen Ziegler, Judy Webb, Debbie Toste, Leila Roberts, Kristina Kunkel, Gina Winston, Karen Meynell, Debbie Damiano

Item #	Action	Pass/Fail
1	Approve 11-14-17 draft minutes as written.	Pass
5	Table vote on pending motions re: NCSBDC grant application	Pass
5	Grant \$25,000 to SPZ for their funding feasibility study	Pass
5	Grant \$19,625 to PTAC	Pass
5	Amend motion regarding NCSBDC funding	Pass
5	Grant \$24,932 to NCSBDC	Pass
5	Grant and additional \$5,000 to SPZ for marketing and video production	Pass

1. Opening

Chair Dianna Rios called the meeting to order at 12:15 p.m. A quorum was present. Introductions were made around the room.

It was moved by Bruce Rupp and seconded by Buzz Webb to approve the November 14, 2017 draft minutes as written.

During discussion, Cedar Reuben noted the first sentence of the last paragraph in item #3 is missing the word "he", and should read: "Cedar Reuben announced he is attending...." No amendment to the original motion was made to include the correction.

Chair called for public comment – none received. Motion carried with Greg Seiler and Chuck Ellsworth abstaining.

Chair called for public comment on non-agenda items:

- Chuck Ciancio addressed the board and provided a handout (Attachment 1).

Staff and members reported attendance at the following meetings/events:

- Cedar Reuben and Bruce Rupp attended the opioid town hall meeting held in Eureka on November 2nd.
- Buzz Webb viewed the downtown revitalization webinar that was shared by Humboldt Made at the last Prosperity Network.

Items 2, 3, and 4. Follow Up with November 2017 Grant Round Applicants

At the November 2017 meeting, the board conducted an initial review of the three applications. The board had several questions for each grant proposal and invited representatives from the Sequoia Park Zoo Foundation, Norcal Procurement Technical Assistance Center and North Coast Small Business Development Center back to this meeting for a question and answer session. After discussion with representatives, the board was prepared to score all three applications.

Chair Rios called for a break at 1:45p.m. and resumed the meeting at 1:55p.m.

5. Continued Review of Grant Fund Applications

Members completed the grant scoring sheets for each applicant.

North Coast Small Business Development Center (NCSBDC):

It was moved by Cedar Reuben and seconded by Chuck Ellsworth to fund NCSBDC in full.

After discussion, it was moved by Buzz Webb to amend the motion to eliminate funding overhead costs and grant a total of \$24,932, seconded by Carl Hansen.

After further discussion, it was moved by Greg Seiler and seconded by Bruce Rupp to table a vote on the above motions until the other applications had been discussed. Chair called for public comment – none received. Motion carried.

Sequoia Park Zoo Foundation (SPZ):

It was moved by Greg Seiler to fully fund SPZ. No second – motion died.

It was moved by Cedar Reuben and seconded by Carl Hansen to allocate \$25,000 to SPZ for their funding feasibility study. Chair called for public comment – none received. Motion carried.

Norcal Procurement Technical Assistance Center (PTAC):

It was moved by Bruce Rupp and seconded by Carl Hansen to fully fund PTAC.

After discussion, it was suggested by Buzz Webb to amend the motion to eliminate funding overhead costs and grant a total of \$19,625. There was general consent and no objection to this change. Chair called for public comment – none received. Motion carried.

NCSBDC:

It was moved by Cedar Reuben and seconded by Carl Hansen to bring the motions regarding NCSBDC's application back on the table for consideration. Chair called for public comment – none received. Motion carried.

After discussion, the Chair called for public comment on the motion to amend the original motion to eliminate the overhead costs and grant NCSBDC \$24,932. This vote would change the motion, not be a vote for or against funding. No public comment received. Motion carried.

Following further discussion on the amended motion to fund NCSBDC \$24,932, the Chair called for public comment – none received. Motion carried.

SPZ:

It was moved by Bruce Rupp and seconded by Greg Seiler to grant an additional \$5,000 to SPZ to support marketing and video production work. Chair called for public comment – none received. Motion carried.

6. Adjourn

Chair Dianna Rios adjourned the meeting at 3:08 p.m.

Next Meeting: January 9, 2018