



ECONOMIC
DEVELOPMENT
COLLABORATIVE

MINUTES

EDC-VC EXECUTIVE COMMITTEE MEETING

February 2, 2022

- Location:** <https://us06web.zoom.us/j/87303913667pwd=U0pQYUltZnNLa3lZRmhQY0R6WnlhQT09>
- Attendance:** Harold Edwards, *Board Chair* – Limoneira Company
Dee Dee Cavanaugh, *Vice Chair* – City of Simi Valley
Bob Engler – City of Thousand Oaks
Andy Sobel – City of Santa Paula
Rosie Ornelas – Economic Roundtable Representative, City of Oxnard
Kristin Decas – Port of Hueneme/Oxnard Harbor District
Nina Kobayashi – Mechanics Bank
Peter Zierhut, *Secretary/Treasurer* – Haas Automation
- Absent:** Kelly Long – County of Ventura
- Legal Counsel:** Nancy Kierstyn Schreiner – Law Offices of Nancy Kierstyn Schreiner
- Staff:** Bruce Stenslie- EDC President/ CEO
Monica Estrella – EDC Contracts and Grants Manager
Marvin Boateng – EDC Director of Lending
Tracie Schneider- EDC Communications Manager
Kelly Noble- EDC Office Manger
Alondra Gaytan- EDC Director of Strategic Relations
- Call to Order:** 3:32 p.m. Chair Harold Edwards thanked everyone for attending.

Roll Call: Alondra Gaytan

Approval **Executive Committee Meeting, January 5, 2022**

of Executive Committee Minutes Chair Harold Edwards requested a motion to approve the minutes of January 5, 2021, Executive Committee meeting. Bob Engler moved to approve and file the minutes of January 5, 2021, Executive Committee meeting. Andy Sobel seconded the motion. All Executive Members listed in attendance, except Peter Zierhut not yet in attendance, in favor, motion approved.

Public Comment: None

Administration **A. Recommendation to Adopt Executive Committee Meeting Schedule for 2022**

Bruce Stenslie shared the proposed executive committee meeting schedule and recommended that the executive committee approve the 2022 schedule as shown below:

Location: Until otherwise instructed, all meetings are remote, by Zoom. Once we are able to meet in person, meetings will be at 4001 Mission Oaks Blvd, Camarillo, 93012, unless otherwise noticed.

<u>Month, 2022</u>	<u>Executive Committee</u>	<u>Full Board of Directors</u>
January	1/5, 3:30 PM	1/20, 3:30 PM (annual mtg)
February	2/2, 3:30 PM	2/17, 3:30 PM
March	3/2, 3:30 PM	3/17, 3:30 PM
April	4/6, 3:30 PM	4/21, 3:30 PM
May	5/4, 3:30 PM	5/19, 3:30 PM
June	6/1, 3:30 PM	6/16, 3:30 PM.
July	7/6, 3:30 PM	7/21, 3:30 PM
No August meetings		
September	9/7, 3:30 PM	9/15, 3:30 PM
October	10/5, 3:30 PM	10/20, 3:30 PM
November	11/2,3:30 PM	11/17, 3:30 PM
December	12/7,3:30 PM	*No meeting*
January, 2023	1/4,3:30 PM	1/19,3:30 PM (annual mtg)

Chair Harold Edwards called a motion to approve the proposed 2022 meeting schedule Dee Dee Cavanaugh moved to approve the motion and Nina Kobayashi seconded the

motion. All members of the executive committee present were in favor of this motion motion carried.

B. Preliminary Considerations for the 2022 Budget

Bruce Stenslie shared the Considerations on the 2022 Budget. Upon a brief discussion with the executive committee members a consensus was made to move forth with the budget and present at the full Board meeting scheduled February 17, 2022.

C. Digital Upskilling Initiative, Update and Overview

Bruce Stenslie shared an update and overview of the Digital Upskilling Initiative. Bruce introduced the organizational partners and staff who are working on executing the Digital Upskilling Initiative. Discussion occurred and board members shared their comments.

D. Strategic Plan Follow-Up: Review of Potential Amendments to the EDC-VC Bylaws

Bruce Stenslie initiated a discussion and follow up for updating and amending the EDC Bylaws. Specifically, Focus Area III of the adopted Strategic Plan, Board Development, includes a Goal to consider a revision to Section 2.2 of our bylaws (on Membership number and term) "to reflect the growth of EDC's geographic service footprint." The board had a discussion and came to a consensus that at the next board meeting staff would recommend amendments on the Office Location and Purpose, consistent with the recent approved changes to the Articles of Incorporation, and may recommend the formation of an ad hoc committee to further discuss amendments relating to membership and other areas of the bylaws.

E. Membership Report

Bruce Stenslie shared the background regarding the membership report and the concerns regarding the dues and retention. Though there have not been confirmed vacancies the EDC routinely sees turnover of one to two members annually. Currently there have been three members that are not regularly participating and could be considered at risk: Strata Solar, Trade Desk and IBEW Local 952. Staff is following up to determine status. Furthermore, Ventura County Coast and Naval Surface Warfare Center have been active participants as liaisons. A consideration for going forward is whether to add or delete any invitations for 2022. On possibility for a new Liaison that has been considered in prior years is for the Ventura County Transportation Commission.

F. President's Report

Bruce Stenslie provided a monthly report of the local, regional, and other communities meetings/partnerships. Moreover, Staff shared the first draft of the EDC's monthly activities report that informs partners of our service activities and provides information that board members may use to report to their constituents and stakeholders on our activities.

Adjournment

At 4:35pm. Chair Harold Edwards announced that the meeting is adjourned to March 2, 2022.

Minutes taken by Alondra Gaytan.