



Mid-Columbia Economic Development District

MCEDD Loan Administration Board Meeting
Tuesday, June 15, 2021
8:00am

Remote only

Please call (541) 296-2266 or email jill@mcedd.org for Zoom Meeting details

AGENDA

| <u>Topic</u> | <u>Estimated Time</u> | <u>Item</u> |
|--|------------------------------|--------------------|
| Call to Order, Introductions | | |
| Loan Administration Board Minutes <i>April 20, 2021</i> | 5 minutes | Approval |
| Loan Request <i>Café Genevieve's</i> | 30 minutes | Approval |
| <i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i> | | |
| Loan Actions | 5 minutes | Decision |
| Funded Loans Updates | | |
| <i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i> | | |
| Loan Actions | 5 minutes | Decision |
| Staff Updates | | |
| Adjourn | | |

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services, or assistance, please contact us at (541) 296-2266; TTY 711 at least 48 hours before the meeting. MCEDD is an equal opportunity employer, lender, and provider.

Executive Session Protocol

MCEDD Loan Administration Board

After discussion agenda items are presented in open session by MCEDD staff, the LAB Chair will state the following: "Pursuant to ORS 192.660(f), Exempt Documents, I call the Executive session of the MCEDD Loan Administration Board to order".

LAB Chair asks all non-staff and non-LAB members to leave the meeting. Staff will explain to visitors where they can wait and that they will be invited into Executive Session when their agenda item will be discussed.

For each discussion item on the agenda for Executive Session, the LAB Chair will follow the following procedural steps:

1. Invite the loan applicant (or their representative) into the Executive Session for the presentation of their loan request. LAB Chair requests a brief presentation from MCEDD staff on a summary of the loan proposal or other discussion item.
2. After presentation of information by staff, the LAB Chair asks if there are any questions for the loan applicant or MCEDD staff.
3. Following questions and discussion by the LAB, the loan applicant (and/or their representative) is asked to leave Executive Session with instruction that they will be invited into the Open session when Executive Session is adjourned.
4. LAB Chair asks LAB members if there is any discussion related to loan request that needs to take place before inviting the next loan applicant or other persons into Executive Session for the next discussion item.
5. Additional discussion between the LAB members takes place then Steps 1-5 are repeated for each following discussion item for Executive Session.

At the end of discussion, the LAB chair will close the Executive Session. The LAB moves back to open session. At this point, the LAB Chair asks for a motion on the decision items in open session. Following a proper motion (motion and a second), the LAB chair requests discussion on the motion. Following any discussion, the LAB chair requests a vote ("all those in favor, signify by saying aye" "all opposed signify by saying nay" "any abstentions?"). Staff may ask for a roll-call vote, if the responses are unclear.

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MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT LOAN ADMINISTRATION BOARD MEETING MINUTES

Tuesday, April 20, 2021
Virtual Only

ATTENDANCE

BOARD: Scott Clements, Les Perkins, Steve Kramer, Joe Dabulskis, Dave Sauter, AJ Tarnasky, Bob Hamlin

STAFF: Jessica Metta (Executive Director), Israel Ayala Guevara (Loan Fund Manager), Ami Beaver (Assistant Project Manager), Jill Brandt (Administrative Assistant)

GUESTS: Invictus Global Services, LLC. represented by Matthew McLaughlin, Jon Grinter, Melanie

CALL TO ORDER

Scott Clements called the meeting to order at 8:02 a.m. A quorum was present. A round of introductions took place. Scott Clements requested declaration of any conflicts. None were noted.

MINUTES

AJ Tarnasky motioned to approve the minutes from April 6, 2021. Les Perkins seconded the motion. Motion passed unanimously.

LOAN REQUEST: INVICTUS GLOBAL SERVICES, LLC.

Israel Ayala Guevara introduced the re-worked loan proposal from Invictus Global Services with a brief overview and background of the business.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:04 a.m.

Regular session reconvened at 8:28 a.m.

LOAN ACTION: INVICTUS GLOBAL SERVICES, LLC.

Les Perkins motioned to approve the application with the addition of the following terms and conditions as discussed:

- Loan amount: \$100,000.00 (Monthly draws of \$25,000 over 6 months as needed.)
- Reporting required before the release of each increment.
- Significant Others sign as guarantors.
- Open to releasing guarantors over time as performance is met.
- Open to releasing more funds over time as performance is met.

Dave Sauter seconded the motion. All voted in favor, and the motion passed unanimously.

Matt McLaughlin responded that the clients would need to communicate among themselves and with their wives to explore bringing the wives in as guarantors. Matt asked if they need all the wives to join, or just one or two. Scott Clements stated that the Board is looking for universal spousal guarantees to provide “skin in the game.” Matt thanked the board and stated that he would come back to Israel with the results of his discussion with his co-applicants.

FUNDED LOANS UPDATES

No updates at this time.

STAFF UPDATES

No staff updates.

ADJOURN

Scott Clements adjourned the meeting at 8:35 a.m.

Respectfully submitted by Jill Brandt, Administrative Assistant