

SEND D

Southeast Nebraska Development District

www.sendd.org

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TO: SENDD Executive Committee
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: April 14, 2016

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for THURSDAY, APRIL 21, 2016. Please note that we will have the opportunity for a telephone conference connection for those that cannot attend in person.**

The meeting, is scheduled to begin at approximately 6:30 p.m. A current copy of the agenda is available for public inspection each workday, from 8:00 a.m. to 5:00 p.m., at SENDD's Lincoln office, 2631 "O" St.

Note to Executive Committee

Lisa Hurley, Kurt Bulgrin, Tim McDermott, Cheryl Brandenburgh, Erich Tiemann, Doug Watts, Roger Glawatz

Providing you have a conflict with this meeting date and will be unable to attend either in person or by telephone, ***please*** contact the SENDD Lincoln office and advise a staff member that you will not be present. Thank you.

MEETING AGENDA

For those calling in for a Telephone Conference:

After 6:30 PM-

- Call the toll free "dial-in" number.... **1-855-332-4181**
- At prompt, enter the "conference code".... **4752560 and follow any directions.**

I. CALL TO ORDER

- A.** Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the **Open Meetings Act** is posted in the meeting room at the SENDD Office and is available for viewing by the public.
- B. Roll Call:** Taken by registration of members in attendance
- C. Board Membership:** (Appointments to fill vacancies and non-elected positions and terms.)

Filling of Open SENDD Board Member Vacancies: SENDD currently has two At-Large Representative positions to fill on the SENDD Board of Directors. Staff will provide an update on filling these vacant positions on the Full SENDD Board.

II. MINUTES

- A.** Minutes of the March 17, 2016 meeting of the Full SENDD Board of Directors are enclosed with this notice/agenda. **A motion for approval as written/amended will be sought.**

III. AGENDA ADJUSTMENTS

IV. FINANCIAL

- A. **Check Registry:** The March 2016 Check Registry report is attached for review. **A motion to accept the report as presented and/or amended will be sought.**
- B. **Revenue/Expense Report:** A copy of the March 2016 Revenue/Expense report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- C. **SENDD/SEND, Inc. Quarterly Loan Report:** A quarterly report of current loans through the SENDD and SEND, Inc. loan programs is attached for review. A brief overview of the loan portfolio will be provided.
- D. **Contracts:**
None this meeting.

V. OLD BUSINESS

- A. **Executive Director Reports:** The Executive Director will report on the status of performance goals and other activities:
- Software review
 - Office space review
 - LB 318 funding
 - Staffing – Lincoln Office:
 - Sharon Taylor, Fiscal Officer has informed us that she is retiring. Her last day will be May 31, 2016. Sharon has been with SENDD since 1977.

VI. NEW BUSINESS

- A. **Recent 360 Employee Survey:** This survey was recently completed by SENDD staff. As it contains confidential data, the SENDD Executive Committee will be asked to go into Executive Session to discuss the confidential information. Action, if any, will be discussed upon exiting the Executive Session.
- B. **Discussion of Officers – SENDD Board of Directors:** The SENDD Executive Committee, acting as the Nominating Committee, will review existing Officer positions for the SENDD Board of Directors, with the intent to discuss a potential slate of nominees for consideration at the May 26, 2016 SENDD Budget/Nominating Committee meeting. At this meeting a final slate of nominees will be considered for elections to take place at the June 16, 2016 Full SENDD Board meeting. Current SENDD Officers are: Lisa Hurley, Chair; Kurt Bulgrin, Vice Chair; Tim McDermott, Secretary; and Cheryl Brandenburgh, Treasurer.
- C. **SEND, Inc. Rural Microentrepreneurship Assistance Program (RMAP) Loan Project:** A loan was recently approved by the SEND/SEND, Inc. Loan Committee on 3-16-16 for a café acquisition project in Henderson, NE. According to the SENDD/SEND, Inc. Revolving Loan Fund Plan, details on the loan application are to be provided to the SEND, Inc. Board of Directors during scheduled meetings. A brief loan summary of the project has been enclosed with the meeting agenda.

VII. STAFF REPORTS AND REMINDERS

- A. **Newsletter:** April 2016 Newsletter is on hold due to grant writing deadlines.
- B. **SENDD 2014-2015 Performance Report:** Staff will provide an update on the status on the SENDD 2014-2015 Performance Report.

- C. **Next SENDD Meeting:** The next SENDD Executive Committee meeting is scheduled for May 26, 2016. The May meeting will also serve as the Budget and Nominating Committee meeting for FY 2016-2017. The next Full SENDD Board meeting is scheduled for June 16, 2016 at the Hy-Vee Club Room at 84th and Holdrege St. in Lincoln.

VIII. ADJOURNMENT