Minutes of Executive Committee Meeting
Traill County Economic Development Commission
8:00 a.m. Traill County EDC Office, Hillsboro

Board of Directors present: Gail Mooney, Deb Kyllo, Kurt Elliott, Gary Nysveen and Jay Henrickson (via Skype video conference). **Also present:** Executive Director, Melissa Beach

Meeting was called to order by Mooney at 8:00 a.m.

Discussion regarding the By-Law pertaining to Board of Director's attendance requirements. The committee decided it would be best to deal with attendance using the following process:
1. After a board member has missed two meetings without notice and/or participation in another form, the Chair may initiate a letter kindly reminding the member of the attendance requirement.
2. If the board member has missed three meetings and is no longer participating in board activity, the Chair will send a letter informing the board member they will need to vacate their position on the board.
Following the By-Law as written, along with the procedure as outline above, will allow the board to function ensuring quorum is an option.

Beach presented her proposed budget for 2012. The committee continued to work through the budget. Motion to approve the preliminary 2012 budget by Kyllo, seconded by Nysveen; motion carried.

Beach briefed the group on the 2010 audit in progress by Lowell Nelson. The audit began June 22, 2011 and has been moving quickly.

Meeting adjourned at 9:30 a.m.

_____	_____	_____
Officer (Print Name and Office)	(Signature)	(Date)
_____	_____	_____
Recording Secretary (Print Name)	(Signature)	(Date)