

VERMONT ECONOMIC DEVELOPMENT AUTHORITY

Minutes

August 28, 2020

A video conferencing meeting of the Vermont Economic Development Authority (VEDA) convened on August 28, 2020 beginning at 9:33 a.m. Those Members of the Authority present via Zoom video conferencing were: T. Gallagher, Chair; A. Eastman (designee for A. Tebbetts); J. Goldstein (designee for L. Kurrle); E. Delhagen (designee for J. Tierney); R. Shippee; T. Collier; T. Foster; L. Graves; D. Kittell; D. Kurzman; M. Tuttle and S. Voigt. Staff present in VEDA's Montpelier office: A. Wright, Executive Assistant. Staff members present via Zoom video conferencing were: C. Polhemus, Chief Executive Officer; P. Samson, Chief Lending Officer; R. Grzankowski, Chief Operations Officer; C. Houchens, Chief Risk and Resource Officer; T. Richardson, Chief Financial Officer; S. Isham, Director of Agricultural Lending; T. Porter, Director of Commercial Lending; P. Fitzgerald, Director of Loan Resolution; C. Morris, Communications Manager; Senior Loan Officers: E. Denny; M. Dussault; S. Croft; J. Conklin and A. Wood; Loan Officers: C. Leonard; E. Paradee and M. Corbett; H. Hook, Senior Accountant; C. Blais, Commercial Credit Analyst and K. Kilpatrick, Administrative Assistant. Those Members present constituted a quorum.

Minutes of July 31, 2020

On a motion by T. Collier, seconded by L. Graves, the minutes for the July 31, 2020 meeting were approved by those Members of the Authority present by a vote of 9 to 0 with the Chair, E. Delhagen and A. Eastman abstaining.

Member Area Review

J. Goldstein provided an update on the economic recovery grants indicating approximately 3,500 businesses have been awarded grants from the Agency of Commerce and Community Development and the Department of Taxes. With twenty-two sectors helped in every county of the state there is still a lot of unmet need, especially in the hospitality and entertainment sectors.

E. Delhagen provided an update on telecom activities and new authorization for broadband connectivity initiatives.

CEO's Report

Upcoming Committee Meetings

C. Polhemus indicated the newly formed ALCO Committee had met earlier in the day and will meet again in September to review the budget for the remainder of the year. The Audit Committee will meet September 25th before the Board meeting. KPMG will be there to summarize the financial audit that is wrapping up.

Annual Planning Meeting – Thursday, September 24th 9:30 – 12:30

Next, C. Polhemus explained the annual Planning Meeting will be a half day event via Zoom. She explained Staff has been working on the Strategic Plan and working on many of the initiatives. She noted a Marketing Plan as well as HR initiatives will be presented at that meeting.

Annual Meeting and Luncheon

C. Polhemus continued her report explaining the Annual Luncheon will not be held this year. With the current situation it would be difficult to hold a successful virtual environment luncheon. She explained the benefit of the luncheon is for our partners, RDC members and legislature to meet and network. She explained VEDA lenders will reach out to our partners and will schedule one-on-one meeting to continue our networking, but on a more personal level. T. Gallagher agreed a nimbler targeted meeting would be a useful strategy. S. Voigt also noted his support for the recommendation. He further suggested another benefit to attending the VEDA Annual Luncheon is for attendees to sample some of VEDA's borrowers' products and recommended finding a way to continue this successful effort with the one on one meetings.

VEDA Acronyms

C. Polhemus thanked T. Foster for taking the time to compile an acronym list for Members and Staff. She noted the list is available at any time to Members via Box.com.

Update on Various Grant Programs

Next, C. Polhemus thanked J. Goldstein for her grant program update and the COVID-19 Economic Recovery Grant Program report that was put together by her department. C. Polhemus provided a copy of the report to the Members.

Board Financial Summary

T. Richardson stated direct approvals through July 31, 2020 totaled \$2.8 million, \$990 thousand below budget and \$760 thousand below the same period of FY2020. Loans closed through July 31, 2020 totaled \$2.0 million, \$1.2 million below budget and \$250 thousand below the same period of FY2020.

T. Richardson continued his financial report, explaining Net Operating Income before fair value adjustment for investments through July 31, 2020 of \$405 thousand was favorable to budget by \$367.5 thousand. Net Interest Income of \$805.3 thousand was favorable to budget by \$155.9 thousand. Other Income of \$77.7 thousand was favorable to budget by \$69.8 thousand.

Credit Quality Report

P. Samson presented the Members with the Credit Quality Report.

Approval of Asset Liability Committee (ALCO) Charter

T. Gallagher stated the ALCO Committee had met before this meeting and elected M. Tuttle as the Chair to this newly formed committee.

M. Tuttle indicated he was happy to serve in this capacity. He indicated the Members of ALCO had approved the ALCO Charter and Policy and voted recommending the Board approve these as well.

On a motion by T. Collier, seconded by L. Graves, the Charter was approved by those Members of the Authority present by a vote of 11 to 0 with the Chair abstaining.

Approval of Asset Liability Management Policy

T. Gallagher explained the policy as a detailed, in depth document. This was vetted in detail in July and ALCO Members provided management with feedback. The final version was presented and approved by Committee Members and it was recommended the Board approve this Policy.

On a motion T. Collier, seconded by T. Foster, the Asset Liability Management Policy was approved by those Members of the Authority present by a vote of 11 to 0 with the Chair abstaining.

VEDA Minutes – August 28, 2020

Staff Authority – Loan Approval

Pursuant to a resolution passed by the Members of the Authority at the July 29, 2016 meeting, Staff has approved the following loan:

Name	Town	Program	Loan Amount
Bruce & Joanne Batchelder (Holiday Harbor Lodge, Inc.)	North Hero	Subchapter 5	\$190,000

Staff Authority – Other Business

Staff presented the Members with the Internal Staff Authority Other Business memo.

Staff Authority – Other Affiliate Programs – Other Business

Staff presented the Members with the Internal Other Affiliate Programs Other Business memo.

There being no other business to properly come before the Authority, on a motion by L. Graves, seconded by M. Tuttle, the meeting adjourned at 10:21 a.m.

ATTEST:

Vermont Economic Development Authority

By: _____
Cassandra F. Polhemus, Chief Executive Officer