



City of North Bonneville Staff Report August 2012

Business Startup Informational Calls, Visits and Packets Distributed:	7
Referrals to SCORE for business counseling:	3
Business Retention (ongoing):	24
Business Relocation:	0

EDC Loans

Total Loans to Date:	66
Amount Loaned to Date:	\$847,411
Loans Year to Date:	4
Amount Loaned Year to Date:	\$66,701
Current SCEDC Revolving Private Loans:	14
Current Delinquent Loans:	2
Loans in Process:	0

WIF Loans/Grants

Total Loans to Date:	51
Amount Loaned to Date:	\$4,552,469
Total Grants to Date:	24
Total Amount Granted to Date:	\$385,000
Loans Year to Date:	4
Amount Loaned Year to Date:	\$368,185
Amount Granted Year to Date:	\$0
Current WIF Revolving Public Loans:	7
Current WIF Revolving Private Loans:	9
Current Delinquent Loans:	0
Loans in Process:	1

EDC staff met with clients in the EDC offices as well as via telephone regarding start-up businesses. EDC director visited several businesses to discuss their concerns and need for assistance. SCEDC also worked closely with several businesses to provide business plan and financial assistance. EDC staff used Business Resource Center to aid clients in researching and applying for business licenses and to gather information from the state.

Activity Report:

Staff began the month by working on a grant request for a Quiet Zone and with preparations for the Mai Tai marketing event. The Washington Investment Board also met early in August to discuss 1 loan and 3

grant requests. The WIB only approved the loan due to limited funds in the account based on grants and loans written off in the past decade. We continued working with our recent loan recipients on their new businesses. Another big project staff has taken the lead on is the pool survey. The survey will determine if there is enough community support for the pool and other complementary activities in the building. Kari returned from maternity leave and was welcomed back by Robert and the board.

8/6/12

- Attend Export Training at Skamania Lodge

8/7/12

- Prepare and submit 2 requests to WIB committee
- Prepare for Mai Tai event
- Review public loan and grant guidelines for WIF

8/8/12

- Continue work on annual report
- Research old files to verify annual report information
- Contact recent loan recipients to discuss progress
- Discussion on loan and grant requests with WIB member

8/9/12

- Continue researching files and working on annual report
- Prepare financials for board
- Meet with individual on business opportunity
- Review of export training material and attendees

8/10/12

- Prepare information for MaiTai participants
- Attend SET program debriefing meeting
- Discussion of SBDC opportunity in Skamania/Klickitat Counties

8/12/12

- Attend Mai Tai event

8/13/12

- Review and discuss Mai Tai event
- Discussion with business
- Forward available grants to local schools
- Preparation for WIB meeting
- Contact board members to attend Gorge Commission meeting

8/14/12

- Preparation for WIB meeting
- Attend WIB meeting
- Notify and discuss WIB decision with requesting agencies
- Meet with board member
- Meet with Matt MacLough on Department of Commerce advertising campaign available to ADO's
- Discussion with staff on Gorge Commission Assessment Committee meeting

8/15/12

- Work with business on finalizing collateral docs
- Prepare WIB meeting minutes
- Update to website
- Continue review of loan and grant files for annual report
- Prepare for board meeting

8/16/12

- Attend board meeting
- Meet with Todd Murray on possible recreation project
- Continue review of loan and grant files for annual report

8/17/12

- Meet with business on potential sale
- Meet with separate business on loan document questions
- Work with staff on loan postings

8/20/12

- Discuss broadband meeting and set up space for meeting in Stevenson
- Discuss business accounting information with Monica Masco
- Continue review of loan and grant files for annual report
- Review of grants available
- Attend webinar on applications businesses can use for promotions

8/21/12

- Attend Commissioners meeting
- Meet with Linda Williams on Financial Fitness day, the broadband grant and discussed the SBDC
- Prepare flyer for Entrepreneur workshop
- Discussion with County, Department of Commerce, & Attorney General's office on loan issue

8/22/12

- Continue search for speakers at Entrepreneur workshop and Financial Fitness day
- Continue review of loan and grant files for annual report
- Attend Interpretive Center board meeting
- Attend Community Action Meeting on CEDS (comprehensive economic development strategy) project list

8/23/12

- Review report on 20 small business ideas for small towns
- Contact business to discuss design ideas for WIB/OIB website
- Update Facebook
- Discussion with the Department of Commerce on loan issue

8/24/12

- Discussion with the Department of Commerce on loan docs
- Send contract information to the County
- Research loan files for Department of Commerce

8/27/12

- Research Grant Station site
- Work on WIB/OIB site development options
- Continue review of loan and grant files for annual report
- Preparations for September workshop

8/28/12

- Discussion of loan programs with business
- Continue preparation of annual report
- Discussion of loan programs with business – not scheduled
- Begin working on service contract requests

8/29/12

- Attend USDA workshop on 502 housing program
- Promotion of September workshop
- Contact attorney to review all EDC loan documents

8/30/12

- Discussion with county managers on project
- Meet with WIB board member on loan request
- Prepare and submit loan request memo to WIB
- Prepare and submit loan information from the Department of Commerce to WIB for consideration

8/31/12

- Preparation of 2013 contract requests
- Review grants available
- Discussion with WIB on loan request