

MEMO



TO: EDA Members
FROM: Executive Director, Jennifer Bergman
DATE: February 2, 2023
RE: Conduct EDA Annual Meeting

According to the EDA's By Laws, the EDA shall hold its annual meeting at its first regular meeting in February. According to the current By Laws, "the President, Vice President, Treasurer and Secretary shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority and shall hold office for one year or until their successors are elected..." (Section 9).

The Board may designate an assistant to the secretary who shall keep records and the Brainerd City Clerk/Treasurer shall be the Assistant Treasurer of the Authority (Section 6).

Assuming the EDA Board agrees to the changes in the By Laws, we would recommend appointing a President, Vice President and Secretary/Treasurer as well as appointing Toni Gage as the assistant to the Secretary.

Action Requested:

- 1) Appoint a President, Vice President and Secretary/Treasurer**
- 2) Designate Toni Gage as the assistant to the Secretary.**