

**ECONOMIC DEVELOPMENT FOUNDATION  
JOB SERVICE ND & VIA TEAMS CONNECTION  
1601 EAST CENTURY AVENUE  
BISMARCK ND  
MAY 21, 2025**

---

**WELCOME MEMBERS**

The meeting was called to order by Vice Chairman Mike Seminary at 1:00 p.m., welcoming the Economic Development Foundation members and guests in the room and online via the TEAMS connection. With a new member joining the Foundation, members introduced themselves in lieu of Roll Call.

**Economic Development Foundation members present:** Brandon Bochenski, Ron Day, Frank Matus, John Nagel, Lindsey Narum, Anna Nelson, Vicki Monsen, Kevin Müller, Mike Seminary, Paul Steffes, Thomas Stromme  
**Commerce staff present:** Chris Schilken, Sara Otte Coleman, Rich Garman, Rikki Roehrich, Katie Ralston Howe, Alison Widmer, Corby Kemmer, Tammy Heick, Sherri Frieze

**MINUTES**

**Motion:** It was moved by Ron Day, seconded by Kevin Müller, to approve the minutes of August 29, 2024.

**Motion:** It was moved by Frank Matus, seconded by John Nagel to approve the Financial Summary Report for \$59,941.74, as of April 30, 2025.

**COMMISSIONER CLIENT DINNER  
RSL #3 MISSILE DONATION  
Commissioner Schilken**

Commissioner Schilken talked about a Commerce hosted client trip that had an expense attached to it that was above state allowable meal expense. Commerce is asking for the Foundation to cover those expenses. .

**Motion:** It was moved by Ron Day, seconded by Kevin Müller, to approve the cost of \$45.01. With no further discussion, motion was carried.

Commissioner Schilken discussed a Department of Commerce All Staff event held at the Stanley Mickelson Safeguard Complex recently. The facility charges for tours of the complex but the recent tour the Department of Commerce received was complimentary. Commissioner Schilken asked for a donation of \$300.00 from the Foundation to be given to the facility for their time to conduct the tour.

**Motion:** It was moved by Kevin Müller, seconded by John Nagel to approve the donation of \$300.00. With no further discussion, motion was carried.

**WELCOME COMMERCE COMMISSIONER  
WELCOME DEPUTY COMMISSIONER**

Welcome to the newly appointed Commerce Commissioner, Chris Schilken, along with the newly appointed Deputy Commissioner, Katie Ralston Howe, replacing the interim Deputy Commissioner Al Anderson. Schilken was appointed under the Governor Armstrong administration and Ralston-Howe was appointed by the Commerce Commissioner.

**LEGISLATIVE UPDATES  
SB 2018 COMMERCE BUDGET  
Commissioner Schilken**

An overview of the Commerce bills was presented.

- **HB 1038 Radar Data**
- **HB 1524 Regional Council Funding**
- **HB 1581 Tribal Tourism Grants**
- **SB 2228 Rural Grocery Store Sustainability**
- **SB 2390 Rural Catalyst Committee**
- **SB 2396 Performance Audit**

**COMMERCE ACTION PLAN****Commissioner Schilken**

Commissioner Schilken talked about the purpose and identity statements regarding the Mission, Vision, and Values held by the Commerce Department, along with the seven overarching Goals incorporated within the Commerce divisions.

**PARTNER SURVEY****Corby Kemmer**

An eleven-question survey was sent to 392 recipients, with 118 completing the survey. The survey focused on Commerce improvement, helping to form the current Commerce goals, to be more data driven and solidified. On a scale of 1.0 – 5.0, Commerce was ranked 4.19, for quality and effectiveness received.

**OTHER****Mike Seminary****Sherri Frieze****CHAIR NOMINATION**

Discussion to nominate the next Chair replacement, Vice Chair replacement, and to form an Executive Committee. Ron Day nominated Vice Chairman Mike Seminary to fill the seat of chair. With the role of Vice Chair opened, Day nominated Kevin Müller to fill the seat.

**Motion:** It was moved by Ron Day to nominate Mike Seminary for the role of chair and Kevin Müller for the role of vice chair. It was seconded by Brandon Bochenski. With no declines and no further discussion, the motion and second were recorded on a voice vote with all in favor.

**EXECUTIVE COMMITTEE FORMED**

Discussion ensued to form an executive committee to review the outdated bylaws/policies. NDCC 54 -60-04 states the Board shall elect an executive committee with a minimum of five and a maximum of seven members. The Board shall elect a Chair, Vice Chair and five members at large. The members shall serve two-year terms, and the Executive Committee shall exercise all authority of the Board between meetings of the Board, with action to be brought forth for review at the Board's next regular meeting.

With the motion in place, the Chair and Vice Chair will be included in the Executive Committee and at least three other members will sit on the Executive Committee. At a future meeting, if more members want to be part of the Executive Committee, that discussion could be brought forward.

**Motion:** It was moved by Paul Steffes to form the executive committee, consisting of Ron Day, Frank Matus, and John Nagel. It was seconded by Brandon Bochenski. With no declines and no further discussion, the motion and second were recorded on a voice vote with all in favor.

It was noted that Sherri Frieze, the Foundation Administrator, who also serves as the Foundation Secretary/Treasurer will sit on the Executive Committee along with the five members but will have no recording vote. The Executive Committee will edit the bylaws/policies and those will be discussed at the next quarterly Foundation meeting for final approval.

**NEXT STEPS**

- The Executive Committee will meet via TEAMS link meeting to rework the bylaws/policies.
- Q3 Foundation meeting is set for August 7 – location to be determined
- Q4 Foundation meeting is set for November 6 – location to be determined

**ADJOURNMENT**

The meeting was unanimously adjourned at 3:00 p.m.