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BOARD MEETING MINUTES

August 1, 2025

Chair Kathy Wallis called the special board meeting of the Edmond Economic Development Authority Board of Trustees to order on Friday, August 1, 2025 at 2:47 p.m., 825 East 2nd Street, Edmond, OK. The agenda for the meeting was posted in the City First Administration building on July 29, 2025 at 8:58 a.m.

Present – Trustees Victoria Caldwell, Phil Fraim, Rob Garrett, Darren Helm, and Susan Starns

Absent – Trustees Tom Blalock, and Paul Koenig

Others in Attendance – Gina Arter, Data & Communications Manager; Madison Smith, EEDA Legal Counsel; Randy Entz, Acting City Manager; Jennifer Springer, Interim EEDA Executive Director; Heather McDowell, EEDA Executive Director Candidate; Jim Bryan, insurance broker; Cody Boyd, Edmond Urbanist; Faithanna Olsen; NonDoc

Trustee Caldwell made a motion to go into Executive Session to Discuss the Employment, Hiring, and/or employment Agreement of the Executive Director Candidate. Authorized Pursuant to 25 Okla. Stat. Section 307(B)(1). Trustee Helm seconded the motion. Motion carried as follows:

AYES: Caldwell, Fraim, Garrett, Helm, Starns, and Wallis
NAYS: None
ABSENT: Blalock and Koenig

Trustee Fraim made a motion to come out of Executive Session. Trustee Starns seconded the motion. Motion carried as follows:

AYES: Caldwell, Fraim, Garrett, Helm, Starns, and Wallis
NAYS: None
ABSENT: Blalock and Koenig

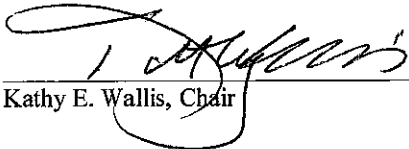
Consideration of Action with Regard to the Employment, Hiring, and/or employment Agreement of the Executive Director candidate. Trustee Starns made the motion to hire the candidate Heather McDowell as Executive Director under the terms of the Employment Agreement as presented. Trustee Fraim seconded the motion.

AYES: Caldwell, Fraim, Garrett, Helm, Starns, and Wallis
NAYS: None
ABSENT: Blalock and Koenig

Comments from the Edmond Economic Development Authority Board Chair and Members, and Candidate – Trustee Fraim, Garrett, Starns, Caldwell, and Helm all welcomed Heather and expressed excitement to work with Heather. Chair Wallis joined them in welcoming Heather and thanked Board Members and Executive Director Search Committee for their support and commitment to the process. She thanked Jennifer and Gina as well. Jennifer Springer welcomed Heather and said she was looking forward to working together during the transition.

Trustee Caldwell made a motion to adjourn at 3:11 p.m. Vice Chair Garrett seconded the motion. Motion was unanimous, vote 6-0 in favor.

DATE APPROVED: August 19, 2025


Kathy E. Wallis, Chair