UNITED STATES OF AMERICA
BEFORE THE
BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM
WASHINGTON, D.C.

Written Agreement by and among

COMMERCE BANCSHARES, INC. Catoosa, Oklahoma

BANK OF COMMERCE Chelsea, Oklahoma

and

FEDERAL RESERVE BANK OF KANSAS CITY Kansas City, Missouri Docket Nos. 09-144-WA/RB-HC 09-144-WA/RB-SM

WHEREAS, in recognition of their common goal to maintain the financial soundness of Commerce Bancshares, Inc., Catoosa, Oklahoma ("CBI"), a registered bank holding company, and its subsidiary bank, Bank of Commerce, Chelsea, Oklahoma (the "Bank"), a state chartered bank that is a member of the Federal Reserve System, CBI, the Bank, and the Federal Reserve Bank of Kansas City (the "Reserve Bank") have mutually agreed to enter into this Written Agreement (the "Agreement"); and

WHEREAS, on October 26, 2009, the boards of directors of CBI and the Bank, at duly constituted meetings, adopted resolutions authorizing and directing Jan L. Miller, to enter into this Agreement on behalf of CBI and the Bank, and consenting to compliance with each and every applicable provision of this Agreement by CBI, the Bank, and their institution-affiliated parties, as defined in Sections 3(u) and 8(b)(3) of the Federal Deposit Insurance Act as amended (the "FDI Act")(12 U.S.C. §§ 1813(u) and 1818(b)(3)).

NOW, THEREFORE, CBI, the Bank, and the Reserve Bank agree as follows:

### **Board Oversight and Management**

- 1. Within 90 days of this Agreement, the board of directors of the Bank shall submit to the Reserve Bank a written plan to strengthen board oversight of the management and operations of the Bank. The plan shall, at a minimum, address, consider, and include:
- (a) The actions that the board of directors will take to improve the Bank's condition and maintain effective control over, and supervision of, the management of the Bank's major operations and activities, including but not limited to, credit risk management, earnings, capital, and liquidity/funds management;
- (b) an assessment of the Bank's management structure and staffing levels to ensure that the Bank is adequately staffed by qualified and trained personnel, with particular emphasis on credit administration and problem asset resolution; and
  - (c) any plans to recruit, hire, or appoint additional personnel.

#### Loan Review

- 2. Within 60 days of this Agreement, the Bank shall submit to the Reserve Bank an acceptable written program to enhance the loan review function. The program shall, at a minimum, address, consider, and include:
  - (a) The scope and frequency of loan review;
  - (b) standards and criteria for assessing the credit quality of loans;
  - (c) application of loan grading standards and criteria to the loan portfolio;
  - (d) controls to ensure the independence of the loan review function; and
- (e) written reports to the board of directors, at least quarterly, that identify and report the status of those loans that are nonperforming or adversely graded, the originator of any

purchased loan, and the prospects for full collection or strengthening of the quality of any such loans.

### **Asset Improvement**

- 3. (a) The Bank shall not, directly or indirectly, extend or renew any credit to or for the benefit of any borrower, including any related interest of the borrower, who is obligated to the Bank in any manner on any extension of credit or portion thereof that has been charged off by the Bank or classified, in whole or in part, "loss" in the report of examination conducted jointly by the Reserve Bank and the Oklahoma State Banking Department that commenced on April 13, 2009 ("Report of Examination") or in any subsequent report of examination, as long as such credit remains uncollected.
- (b) The Bank shall not, directly or indirectly, extend or renew any credit to or for the benefit of any borrower, including any related interest of the borrower, whose extension of credit has been classified "doubtful" or "substandard" in the Report of Examination or in any subsequent report of examination, without the prior approval of the board of directors. The board of directors shall document in writing the reasons for the extension of credit or renewal, specifically certifying that: (i) the extension of credit is necessary to protect the Bank's interest in the ultimate collection of the credit already granted or (ii) the extension of credit is in full compliance with the Bank's written loan policy, is adequately secured, and a thorough credit analysis has been performed indicating that the extension or renewal is reasonable and justified, all necessary loan documentation has been properly and accurately prepared and filed, the extension of credit will not impair the Bank's interest in obtaining repayment of the already outstanding credit, and the board of directors reasonably believes that the extension of credit or renewal will be repaid according to its terms. The written certification shall be made a part of

the minutes of the board of directors meetings, and a copy of the signed certification, together with the credit analysis and related information that was used in the determination, shall be retained by the Bank in a borrower's credit file for subsequent supervisory review. For purposes of this Agreement, the term "related interest" is defined as set forth in section 215.2(n) of Regulation O of the Board of Governors of the Federal Reserve System (the "Board of Governors")(12 C.F.R. § 215.2(n)).

- 4. (a) Within 60 days of this Agreement, the Bank shall submit to the Reserve Bank an acceptable written plan designed to improve the Bank's position through repayment, amortization, liquidation, additional collateral, or other means on each loan or other asset in excess of \$100,000, including other real estate owned ("OREO"), that (i) is past due as to principal or interest more than 90 days as of the date of this Agreement; (ii) is on the Bank's problem loan list; or (iii) was adversely classified in the Report of Examination.
- (b) Within 30 days of the date that any additional loan or other asset in excess of \$100,000, including OREO, becomes past due as to principal or interest for more than 90 days, is on the Bank's problem loan list, or is adversely classified in any subsequent report of examination of the Bank, the Bank shall submit to the Reserve Bank an acceptable written plan to improve the Bank's position on such loan or asset.
- (c) Within 30 days after the end of each calendar quarter thereafter, the Bank shall submit a written progress report to the Reserve Bank to update each asset improvement plan, which shall include, at a minimum, the carrying value of the loan or other asset and changes in the nature and value of supporting collateral, along with a copy of the Bank's current problem loan list, a list of all loan renewals and extensions without full collection of interest in the last quarter, and past due/non-accrual report. The board of directors shall review the progress

reports before submission to the Reserve Bank and shall document the review in the minutes of the board of directors' meetings.

#### Allowance for Loan and Lease Losses

- 5. (a) Within 10 days of this Agreement, the Bank shall eliminate from its books, by charge-off or collection, all assets or portions of assets classified "loss" in the Report of Examination that have not been previously collected in full or charged off. Thereafter the Bank shall, within 30 days from the receipt of any federal or state report of examination, charge off all assets classified "loss" unless otherwise approved in writing by the Reserve Bank.
- (b) Within 60 days of this Agreement, the Bank shall review and revise its allowance for loan and lease loss ("ALLL") methodology consistent with relevant supervisory guidance, including the Interagency Policy Statements on the Allowance for Loan and Lease Losses, dated July 2, 2001 (SR 01-17 (Sup)) and December 13, 2006 (SR 06-17), and the findings and recommendations regarding the ALLL set forth in the Report of Examination, and submit a description of the revised methodology to the Reserve Bank. The revised ALLL methodology shall be designed to maintain an adequate ALLL and shall address, consider, and include, at a minimum, the reliability of the Bank's loan grading system, the volume of criticized loans, concentrations of credit, the current level of past due and nonperforming loans, past loan loss experience, evaluation of probable losses in the Bank's loan portfolio, including adversely classified loans, and the impact of market conditions on loan and collateral valuations and collectibility.
- (c) Within 60 days of this Agreement, the Bank shall submit to the Reserve

  Bank an acceptable written program for the maintenance of an adequate ALLL. The program

  shall include policies and procedures to ensure adherence to the revised ALLL methodology and

provide for periodic reviews and updates to the ALLL methodology, as appropriate. The program shall also provide for a review of the ALLL by the board of directors on at least a quarterly calendar basis. Any deficiency found in the ALLL shall be remedied in the calendar quarter it is discovered, prior to the filing of the Consolidated Reports of Condition and Income, by additional provisions. The board of directors shall maintain written documentation of its review, including the factors considered and conclusions reached by the Bank in determining the adequacy of the ALLL. During the term of this Agreement, the Bank shall submit to the Reserve Bank, within 30 days after the end of each calendar quarter, a written report regarding the board of directors' quarterly review of the ALLL and a description of any changes to the methodology used in determining the amount of ALLL for that quarter.

# **Capital Plan**

- 6. Within 60 days of this Agreement, the Bank shall submit to the Reserve Bank an acceptable written plan to maintain sufficient capital at the Bank. The plan shall, at a minimum, address, consider, and include the Bank's current and future capital requirements, including:
- (a) Compliance with the Capital Adequacy Guidelines for State Member Banks: Risk-Based Measure and Tier 1 Leverage Measure, Appendices A and B of Regulation H of the Board of Governors (12 C.F.R. Part 208, App. A and B);
  - (b) the volume of adversely classified assets;
  - (c) the adequacy of the loan loss reserve;
  - (d) any planned asset growth;
  - (e) the anticipated level of retained earnings;
  - (f) anticipated and contingent liquidity needs; and
  - (g) the source and timing of additional funds to fulfill the future capital and

loan loss reserve needs of the Bank.

- 7. The Bank shall notify the Reserve Bank, in writing, no more than 30 days after the end of any calendar quarter in which any of the Bank's capital ratios (total risk-based, Tier 1 risk-based, or leverage) fall below the plan's minimum ratios. Together with the notification, the Bank shall submit an acceptable capital plan that details the steps that the Bank will take to increase the Bank's capital ratios to or above the plan's minimums.
- 8. The board of directors shall monitor and review the sufficiency of the Bank's capital on a monthly basis and shall reflect such reviews in the minutes of the board of directors' meetings.

# **Earnings Plan and Budget**

- 9. (a) Within 60 days of this Agreement, the Bank shall submit to the Reserve Bank a written business plan for 2010 to improve the Bank's earnings and overall condition. The plan, at a minimum, shall provide for or describe:
  - (i) a realistic and comprehensive budget for 2010, including income statement and balance sheet projections; and
  - (ii) a description of the operating assumptions that form the basis for, and adequately support, major projected income, expense, and balance sheet components.
- (b) Upon adoption, the Bank shall implement the business plan. Bank management shall report monthly to the Bank's board of directors on progress made in implementing the business plan. The written monthly reports shall compare actual financial results to those projected in the business plan. In the event that revisions to the plan are necessary, such revisions shall be forwarded to the Reserve Bank within 15 days of adoption.

(c) A business plan and budget for each calendar year subsequent to 2010 shall be submitted to the Reserve Bank at least thirty days prior to the beginning of that calendar year.

## **Liquidity Management**

10. Within 60 days of this Agreement, the Bank shall revise and submit to the Reserve Bank an acceptable written contingency funding plan that, at a minimum, identifies available sources of liquidity and includes adverse scenario planning.

# **Cash Flow Projections**

11. Within 60 days of this Agreement, CBI shall submit to the Reserve Bank a written statement of CBI's planned sources and uses of cash for debt service, operating expenses, and other purposes ("Cash Flow Projection") for 2010. CBI shall submit to the Reserve Bank a Cash Flow Projection for each calendar year subsequent to 2010 at least one month prior to the beginning of that calendar year.

#### **Dividends and Distributions**

- 12. (a) CBI shall not declare or pay any dividends without the prior written approval of the Reserve Bank and the Director of the Division of Banking Supervision and Regulation of the Board of Governors (the "Director").
- (b) CBI shall not directly or indirectly take dividends or any other form of payment representing a reduction in capital from the Bank without the prior written approval of the Reserve Bank.
- (c) CBI and its nonbank subsidiaries shall not make any distributions of interest, principal, or other sums on subordinated debentures or trust preferred securities without the prior written approval of the Reserve Bank and the Director.

(d) All requests for prior approval shall be received by the Reserve Bank at least 30 days prior to the proposed dividend declaration date, proposed distribution on subordinated debentures, and required notice of deferral on trust preferred securities. All requests shall contain, at a minimum, current and projected information on CBI's capital, earnings, and cash flow; the Bank's capital, asset quality, earnings, and ALLL; and identification of the sources of funds for the proposed payment or distribution. For requests to declare or pay dividends, CBI must also demonstrate that the requested declaration or payment of dividends is consistent with the Board of Governors' Policy Statement on the Payment of Cash Dividends by State Member Banks and Bank Holding Companies, dated November 14, 1985 (Federal Reserve Regulatory Service, 4-877 at page 4-323).

# **Debt and Stock Redemption**

- 13. (a) CBI and any nonbank subsidiary shall not, directly or indirectly, incur, increase, or guarantee any debt without the prior written approval of the Reserve Bank. All requests for prior written approval shall contain, but not be limited to, a statement regarding the purpose of the debt, the terms of the debt, and the planned source(s) for debt repayment, and an analysis of the cash flow resources available to meet such debt repayment.
- (b) CBI shall not, directly or indirectly, purchase or redeem any shares of its stock without the prior written approval of the Reserve Bank.

## **Compliance with Laws and Regulations**

14. In appointing any new director or senior executive officer, or changing the responsibilities of any senior executive officer so that the officer would assume a different senior executive officer position, CBI and the Bank shall comply with the notice provisions of section

32 of the FDI Act (12 U.S.C. § 1831i) and Subpart H of Regulation Y of the Board of Governors (12 C.F.R. §§ 225.71 et seq.).

15. CBI and the Bank shall comply with the restrictions on indemnification and severance payments of section 18(k) of the FDI Act (12 U.S.C. § 1828(k)) and Part 359 of the Federal Deposit Insurance Corporation's regulations (12 C.F.R. Part 359).

### **Compliance with the Agreement**

- 16. (a) Within 30 days after the end of each calendar quarter following the date of this Agreement, the Bank shall submit to the Reserve Bank written progress reports detailing the form and manner of all actions taken to secure compliance with this Agreement and the results thereof.
- (b) Within 30 days of this Agreement, the Bank's board of directors shall appoint a committee (the "Compliance Committee") to monitor and coordinate the Bank's compliance with the provisions of this Agreement. At a minimum, the Compliance Committee shall meet at least monthly, keep detailed minutes of each meeting, and report its findings to the board of directors.

# Approval and Implementation of Plans, Policies, Procedures, and Programs

- 17. (a) The Bank and, as applicable, CBI shall submit written plans, policies, procedures, and programs that are acceptable to the Reserve Bank within the applicable time periods set forth in paragraphs 2, 4(a), 4(b), 5(c), 6, 7, and 10 of this Agreement.
- (b) Within 10 days of approval by the Reserve Bank the Bank and, as applicable, CBI shall adopt the approved plans, policies, procedures, and programs. Upon adoption, the Bank and, as applicable, CBI shall promptly implement the approved plans, policies, procedures, and programs, and thereafter fully comply with them.

(c) During the term of this Agreement, the approved plans, policies, procedures, and programs shall not be amended or rescinded without the prior written approval of the Reserve Bank.

#### **Communications**

18.

- All communications regarding this Agreement shall be sent to:
  - (a) Ms. Susan E. Zubradt
    Vice President
    Federal Reserve Bank of Kansas City
    1 Memorial Drive
    Kansas City, Missouri 64198
  - (b) Mr. Jan L. Miller
    President
    Commerce Bancshares, Inc.
    Bank of Commerce
    1490 North Highway 66
    P.O. Box 1890 (use for U.S. Mail)
    Catoosa, Oklahoma 74015

### Miscellaneous

- 19. Notwithstanding any provision of this Agreement, the Reserve Bank may, in its sole discretion, grant written extensions of time to CBI and the Bank to comply with any provision of this Agreement.
- 20. The provisions of this Agreement shall be binding upon CBI, the Bank, and their institution-affiliated parties, in their capacities as such, and their successors and assigns.
- 21. Each provision of this Agreement shall remain effective and enforceable until stayed, modified, terminated, or suspended in writing by the Reserve Bank.
- 22. The provisions of this Agreement shall not bar, estop, or otherwise prevent the Board of Governors, the Reserve Bank, or any other federal or state agency from taking any

other action affecting CBI, the Bank, or any of their current or former institution-affiliated parties and their successors and assigns.

23. Pursuant to Section 50 of the FDI Act (12 U.S.C. § 1831aa), this Agreement is enforceable by the Board of Governors under Section 8 of the FDI Act (12 U.S.C. § 1818).

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the  $26^{th}$  day of October, 2009.

COMMERCE BANCSHARES, INC.

FEDERAL RESERVE BANK OF KANSAS CITY

By: <u>/s/ Jan L. Miller</u> Jan L. Miller President By: /s/ Susan E. Zubradt Susan E. Zubradt Vice President

BANK OF COMMERCE

By: <u>/s/ Jan L. Miller</u> Jan L. Miller President