

**MAINE COMMUNITY DEVELOPMENT ASSOCIATION**  
**General Meeting (Teleconference Meeting)**  
**Friday, October 26, 2007**

The Maine Community Development Association held a general membership meeting via teleconference on Friday, October 26, 2007. Present were:

Tony Levesque, President	Town of Fort Fairfield
Jim Gulnac, Vice President	Town of Sanford
Stephen Dyer, Director	Ransom Environmental Consultants, Inc.
Ron Harriman, Treasurer	Ron Harriman Associates
Mary Walton, Director	City of Caribou
Michael Baran	DECD – Office of Community Development
Al Smith	City of Bath
Joella R. Theriault, Secretary	Northern Maine Development Commission
Paul Bernier	Towns of Frenchville/St. Agatha
Wade Hansen	Town of Houlton
Don Keiser, Director	Member-At-Large
Margaret Langhill	Maine Municipal Association
Joan Kiszely	Maine Municipal Association

1. CALL TO ORDER: T. Levesque called the meeting to order at 10:03 a.m.
2. REVIEW OF OCTOBER 4, 2007 MEETING MINUTES: Moved by M. Walton to approve the meeting minutes as presented; seconded by D. Keiser. Motion passed unanimously.
3. TREASURER'S REPORT: R. Harriman presented the following revenues and expenses:

Monthly Revenues:	\$0.00	Expenditures:	\$58.00
Year-To-Date:	\$1,950.00	Year-To-Date:	\$7,704.00
Fund Balance:	\$1,156.00		

Moved by J. Theriault and seconded by P. Bernier to accept the Treasurer's Report. Motion passed unanimously.

4. ESTABLISHING A CALENDAR FOR 2007-2008:

October 26, 2007	-	General Meeting
December 14, 2007	-	General Meeting (Bangor)
February 8, 2007	-	General Meeting (Teleconference)
April/May, 2007	-	Joint DECD/MCDA Meeting at Lucerne Inn
June 6, 2007	-	General Meeting (Fort Fairfield)
August 16, 2007	-	Joint DECD/MCDA Meeting in Augusta
October 8/9, 2007	-	Annual Meeting at MMA Convention in Augusta

5. ESTABLISHING COMMITTEES FOR 2008: The following were appointed to subcommittees:

- ▶ Membership: Steve Dyer (Chair), Al Smith, Jim Gulnac
- ▶ Professional Development: Jim Gulnac (Chair), Joella Theriault, Cyndy Carney
- ▶ Financial: Ron Harriman and Executive Committee members
- ▶ Communication: Mary Walton (Chair), Joella Theriault, Mike Baran, Don Keiser
- ▶ Advocacy: Al Smith (Chair), Tony Levesque, Ron Harriman, Don Keiser
- ▶ Nominations: Chris Spruce (Chair), Joella Theriault, Paul Bernier, Wade Hansen, Steve Dyer

6. DISCUSSION OF MEMBERSHIP RECRUITMENT/RETENTION: Following a discussion concerning the structure of the fees, bylaws, and application for membership, T. Levesque recommended that the task of restructuring the fees should be presented at the next MCDA meeting by the Membership Committee. Currently there are 54 members. T. Levesque will send a letter to potential members requesting their support of the MCDA organization and will send a letter of renewal to current members. T. Levesque will obtain a list of CDBG applicants (successful and non-successful applicants) from O. Whitcomb at DECD.

7. Discussion on Member Services with MCDA: T. Levesque submitted a copy of the MMA services contract to each member present via e-mail. The contract amount is \$1,295 per year. While MCDA is pleased with the work provided by MMA, the rate of expenditures each year has far exceeded the amount of revenue taken in. For that reason, T. Levesque requested that the organization review the budget carefully and make recommendations to increase revenues. MMA will investigate all services being provided to MCDA; i.e. website updates, etc. and will work with T. Levesque to include all services under one contract. A meeting with all affiliate presidents will be held at the MMA Office in Augusta sometime in January. Additionally, there was much discussion with MMA staff regarding the need to change the application and brochure to reflect the language in our by-laws allowing for individual, municipal or a firm's membership and including a line for who the contact person might be, or their alternative.

8. Discussion on Brochure/Application: J. Theriault will update and submit the revised brochure. Once the membership committee has reviewed the current

fee structure and made recommendations to the Executive Committee for approval, the application form will be revised as needed.

9. Other:

- A) MCDA Logo: Tammy Knight of DECD had prepared and submitted sample logos for use by MCDA. Unfortunately, these logos were not sent to the membership. MCDA has three or more logos in use today. The organization should review all logos and make a decision so that all correspondence and materials viewed by the public are universal.
  
- B) MCDA Newsletter: Recommendation to include the Administrator of the Year, Project of the Year, and all other awardees in the next issue of the Newsletter. M. Baran will submit photos and names for inclusion. Other recommended articles include: Matt Eddy's Brownsfield Project in Brunswick, Jim Gulnac's projects in Sanford, calendar of MCDA meetings in 2007-2008, and St. Croix/Calais project. T. Levesque will submit a President's Note as well.

The meeting adjourned at 11:15 a.m.

Submitted by:

Joella R. Theriault  
Secretary

**ATTACHMENT A**



**maine community  
development association**

This one is sized for envelopes

**maine community  
development association**

This one is sized for letterhead or  
could be for newsletter.

The one below would work for either letterhead  
or newsletter.



The one below is for envelopes.

