



MCDA General Meeting
Thursday, November 6, 2014
10:00 a.m.

The MCDA General Membership Meeting was held via teleconference call on Thursday, November 6, 2014. Present were:

Darryl Sterling, MCDA President
Deborah Johnson, OCD Program Director
Joella R. Theriault, MCDA Secretary
Stephen Dyer, MCDA Director
Rodney Lynch, MCDA Past President
Anne Krieg, MCDA Director
Mary Ellen Barnes, Lincoln County Regional Planning Commission
Gail Chase, MCDA Vice President
Sherry Walsh for Tom Martin, MCDA Director
Scott Laflamme, City of Bath
Tony Levesque, Town of Fort Fairfield
Glen Ohlund, TD Bank
Tracey Steuber, Town of Lisbon

- I. **Welcome and Introductions:** Darryl Sterling, MCDA President, called the meeting to order at 10:07 a.m..
- II. **October 2, 2014 Meeting Minutes:** . Moved by Tracey Steuber and seconded by Scott LaFlamme to approve the minutes as presented. Motion passed. Tony Levesque abstained.
- III. **Treasurer's Report:** Moved by Tony Levesque and seconded by Anne Krieg to table this item. Motion passed.
- IV. **2015 Board of Directors:** Joella R. Theriault has updated the listing of 2015 Board of Directors and has posted the update on our website.
- V. **Subcommittee Reports:**
 - a. **Membership:** Steve Dyer reported that invoices for membership renewals have been submitted.
 - b. **Professional Development:** Gail Chase reported that this subcommittee consists of Austin Bles, Anne Krieg, Tony Levesque, Linda Smith, Tracey Hutton, Tracey Steuber, and Jim Gulnac. They have met to discuss the possibility of holding an underwriting/business credit analysis workshop as suggested by Linda Smith. Following

a discussion of possibly holding a general workshop in May in conjunction with the Maine Downtown Center's Annual Conference or a more specific workshop on its own or partnering with EDCM, etc. Tony Levesque moved to allow Gail Chase, Professional Development Chairperson to expend up to \$100 for expenses; i.e. postage and other associated costs with the workshop to send out an RFQ for presenters; seconded by Tracey Steuber. Motion passed. The RFQ will be sent out to all MCDA Executive Committee members.

- c. **Communications/Newsletter:** Joella Theriault is working on the September-December newsletter and indicated she would go back to the quarterly newsletter beginning in January. Publishing the newsletter 4 times per year rather than 3 gives members a better opportunity to meet the grant deadlines of potential grant programs they may want to apply for. Tony Levesque suggested contacting Nancy Smith, Executive Director of GrowSmart Maine for an article. Joella also thanked OCD for providing articles. This has been most helpful. Additionally, the website is in dire need of update. Darryl and Joella will work to clean up the web page. Gail Chase also asked Darryl to contact certain members and request that they not reply to all when communicating amongst themselves certain issues relative only to themselves. Darryl will meet with MMA tomorrow to see if e-mails can be replied to only one person and not to all on the listserv.
- d. **Subcommittee Assignments:** An updated listing of persons interested in serving on each of the subcommittees had been forwarded to all MCDA members. No action taken on this item.

VI. Remarks by DECD/OCD Staff on the CDBG Program: Deborah Johnson noted that comments on the 2015 CDBG Program Statement are due tomorrow, November 7. The only real change is the requirement that all economic development applicants must meet with a SBDC counselor and that the two programs (Micro Enterprise and Economic Development) have been clumped by dates. Clumping of the economic development programs should work fine since cash does not start flowing until after July. SBDC are funded by OCD and offer free service to businesses, so business must have at least one meeting with SBDC counselor. OCD will respond to all comments received individually as well as post them on the website. Paula Webber of Maine State Housing Authority will also post comments she receives on their website. With the newly elected officials, OCD does not know how it will affect the CDBG program, but noted that Sen. Collins is expected to chair the Transportation/Housing and Urban Development Committee, which funds the CDBG Program. She is a strong supporter of the program. Debbie Johnson also stated that if businesses are applying for 2015 CDBG funds, they **must** provide their 2014 income tax returns.

VII. Establishing Meeting Dates: Joella will set up recurring dates for the 2015 year. Meetings will be held the second Thursday of every other month. In the event, the second Thursday falls on a holiday, the meeting will be held on the next business day.

VIII. Moved by Scott Laflamme and seconded by Gail Chase to adjourn. Meeting adjourned at 10:57 a.m.

Submitted by,

Joella R. Theriault

Joella R. Theriault
MCDA Secretary