



MCDA General Meeting
Thursday, January 8, 2015
10:00 a.m.

The MCDA General Membership Meeting was held via teleconference call on Thursday, January 8, 2015.
Present were:

Darryl Sterling, MCDA President
Gail Chase, MCDA Vice President
Tom Martin, MCDA Director
Mathew Eddy, MCDA Treasurer
Rodney Lynch, MCDA Past President
Joella R. Theriault, MCDA Secretary
Tracey Hutton, MCDA Member, Town of Howland
Tony Levesque, MCDA Member, Town of Fort Fairfield
Mary Ellen Barnes, Lincoln County Regional Planning Commission
Austin Bles, MCDA Member, City of Caribou
Scott Laflamme, MCDA Member, City of Bath
Tracey Steuber, MCDA Member, Town of Lisbon
Linda Smith, MCDA Member, Town of Brunswick
Deborah Johnson, MCDA Member, Office of Community Development

- I. **Welcome and Introductions:** Darryl Sterling, MCDA President, called the meeting to order at 10:05 a.m.
- II. **November 6, 2014 Meeting Minutes:** . Moved by Tony Levesque and seconded by Tracey Steuber to approve the minutes as corrected – misspelled Steuber. Motion passed.
- III. **Treasurer's Report:** Moved by Gail Chase and seconded by Linda Smith to accept the Treasurer's Report as presented. Motion Passed. Discussion: Over-budget by \$475 for seminars, but seminar was most successful. It was suggested that this line item be adjusted to \$750 in the 2016 budget. The 2015 budget was not presented for adoption at the annual meeting. Moved by Tom Martin and seconded by Gail Chase to approve the budget. Motion passed.

Discussion on MMA contract: affiliate rates increased, but good service with financials, listserv updates, website management, and Darryl Sterling signed the contract a few weeks ago. Moved by Tony Levesque and seconded by Gail Chase to ratify after-the-fact signing of the MMA contract. Motion passed.
- IV. **Subcommittee Reports:**
 - a. **Membership:** Currently have 36 paid members and 16 unpaid members. The goal for 2015 is 60.

- b. **Professional Development:** Since our last meeting, Vin DiCara has scheduled a 2-day training session on business credit analysis with Greater Portland Council of Governments; therefore, MCDA will not pursue additional training, but provide MCDA members interested in attending this 2-day session with a registration discount. Tony Levesque moved and Deborah Johnson seconded that MCDA subsidize any MCDA member interested in attending the Vin DiCara program to be offered at \$50 per person up to the first 10 members. Motion passed.

Other possible topics for our professional development training session include workforce development and Maine Manufacturing Extension Program (MEP). Moved by Deborah Johnson and seconded by Tom Martin to move forward with a workforce development seminar. Motion passed. Deborah Johnson is scheduled to attend an economic development meeting on January 22 and will speak with someone from the Maine Department of Labor who may be interested in providing a seminar on workforce development in May, 2015. Deborah will also check on the availability of meeting/conference rooms in the Bangor area for this event.

- c. **Communications/Newsletter:** Joella Theriault should have the October to December, 2014 newsletter completed next week. Activities and events included in the newsletter are stories on economic and community development, events and calendar, annual meeting, grant opportunities, etc. Also discussed was the need for MCDA to purchase a new booth. Joella will check on portable table top vs retractable booths and present findings at the next meeting.
- 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.

- V. **Remarks by DECD/OCD Staff on the CDBG Program:** Deborah Johnson reported that the rule-making and consolidated planning process has been completed. The Letters of Intent (LOI) are now on the website. She anticipates that the 2015 CDBG budget will be slightly less than the 2014 budget. The only changes in the program are that applications for economic development and micro enterprise have been bunched together and applicants for the micro enterprise program must meet with an SBDC counselor before submitting an LOI. OCD will be establishing a date in June for the implementation/re-certification workshop.

HUD requires that communities must submit their single audits to the clearinghouse and to reinforce that threshold OCD will stop CDBG funding until such time as communities comply with this requirement.

- VI. **Establishing Meeting Dates:** The next meeting is scheduled for March 12, 2015 at 10:00 a.m. via teleconference.

- VII. Moved by Tony Levesque and seconded by Gail Chase to adjourn. Meeting adjourned at 11:18 a.m.

Submitted by,

Joella R. Theriault

Joella R. Theriault
MCDA Secretary