



Thursday, December 15, 2016
GENERAL MEMBERSHIP MEETING
10:00 A.M.

MEETING MINUTES

1. **Welcome and Introductions by Gail Chase, President MCDA 2015-2017:** Meeting called to order at 10.04 a.m. Present were:

Gail Chase, MCDA President	Kennebec Valley Council of Government
Tony Levesque, MCDA Member	Town of Fort Fairfield
Tracey Stueber, MCDA Board Member	Town of Lisbon
Joella R. Theriault, MCDA Secretary	Northern Maine Development Commission
Suzie Paradis, MCDA Board Member	Town of Madawaska
Tom Martin, MCDA Member	Hancock County Planning Commission
Nancy Ketch, MCDA Member	Town of Houlton

2. **Changes and/or Additions to the Agenda:** No Changes/Additions
3. **Approval of October 6, 2016 Meeting Minutes:** Moved by T. Levesque to approve the meeting minutes as presented; seconded by T. Steuber. T. Steuber mentioned that the attendance list should be attached to the minutes as noted in the minutes. G. Chase asked for any nays – there were none; any abstentions – there were none; Motion passed.
4. **Treasurer's Report and Financials:** Moved by T. Levesque to approve the financials as presented; seconded by T. Steuber. G. Chase asked for any nays – there were none; any abstentions – there were none; Motion passed. Motion passed.
5. **Progress on Website:** J. Theriault will contact S. Laflamme regarding work already completed on the website design and what is required to complete the update. See Item 6 (c) below.
6. **Subcommittees:**
 - a. **Membership:** Acting Chairman, T. Levesque reported that we currently have 45 members. Renewal letters have been sent out.
 - b. **Professional Development:** Committee Member, T. Levesque reported that discussions have taken place regarding a training session in the Bangor area for

late May/early June, 2017. Among the topics discussed were brownfields, housing, and guest speakers for the Northern Border Regional Commission, National Development Council, Tourism Association, etc. These topics have yet to be finalized. New ideas generated at this meeting included training on Efficiency Maine's New Residential Program.

- c. Communication/Newsletter:** MCDA's Strategic Plan, completed in 2003, lists the roles and responsibilities of each subcommittee. The Communication Subcommittee, comprised of Tony Levesque and Joella R. Theriault, are responsible for the web site design and upgrades; therefore, J. Theriault will contact S. Laflamme to discuss his continued assistance in completing this task or request whether additional assistance is needed through contract services of another website designer. The October-December, 2016 Newsletter should be completed by the end of the month with distribution to the membership by the first week of January.

7. Remarks by Deborah Johnson, Director, Office of Community Development at DECD: There was no representation from OCD.

8. Next Meeting Date: The next general membership meeting is scheduled for Thursday, February 9, 2017 via teleconference call.

9. Adjourn: Meeting adjourned at 10:26 a.m.

Sincerely,

Joella R. Theriault
MCDA Secretary

Meetings are held the second Thursday of every other month. In the event that the second Thursday falls on a holiday, the meeting will be held on the next business day.