



Thursday, February 8, 2018  
GENERAL MEMBERSHIP MEETING  
10:00 a.m.

### MEETING MINUTES

1. **Welcome and Introductions by Stephen Dyer, President 2017-2019:** Meeting called to order at 10:03 a.m.

Present were:

Steve Dyer, President	Ransom Consulting, Inc.
Tracey Steuber, Vice President	Town of Lisbon
Joella R. Theriault, Secretary	Northern Maine Development Commission
Tony Levesque	Town of Fort Fairfield
Nancy Ketch	Town of Houlton
Rodney Lynch	Town of Thomaston
Jen Peters	Sunrise County Economic Council
Suzie Paradis	Town of Madawaska
Marc Meyers	City of Bath
Anne Krieg	Hancock County Planning Commission

2. **Changes or additions to agenda:** None
3. **Approval of December 14, 2017 Meeting Minutes:** Moved by T. Steuber to approve the meeting minutes as presented; seconded by T. Levesque. Motion passed. *Note: The October, 2017 attendance list was attached to the December minutes instead of the December attendance list. Joella will rectify.*
4. **Treasurer's Report and Financials:** Moved by T. Steuber to approve the financials as presented; seconded by T. Levesque. Motion passed. *Note: A budget was approved at the October, 2017 Annual Meeting but does not appear on the Financials. J. Theriault will discuss with Matt Eddy and request that it be included in the next financial report.*
5. **Progress on the Website:** J. Theriault reported that shortly after the December, 2017 meeting, she communicated with Ben Thomas that MCDA had approved payment of \$500 for the website upgrade. On 12/21/17, Ben Thomas e-mailed that he could get started after the holidays, probably by end of January. At the end of January, he e-mailed stating he was busy with other projects and would be unable to do the upgrade for another month or so. *Note: shortly after this meeting Steve Dyer received an e-mail*

that upgrades for the Affiliate groups would be completed sometime in the Spring of Summer.

**6. Status of Subcommittees and Subcommittee Reports:**

- a. Membership:** T. Levesque reported that he has attempted to contact Kevin Black regarding the free MCDA membership with no results to date. The most current membership list, dated January 19, shows a total of 34 members. It was suggested that MMA send out a reminder to those who have not yet renewed and that T. Levesque attempt to reach out to non-renewing members as well.
- b. Professional Development:** T. Steuber, T. Levesque and J. Peters have discussed a June workshop focused on brownfields and housing development. This event could be in the form of a panel discussion with various funders. Other topics discussed included tourism, energy efficiency rebates, lead testing, historic tax credit, etc. Depending on the venue, the Committee is considering charging a nominal fee of \$10 for MCDA members and \$20 for non-members.
- c. Communications/Newsletter:** The next January-March newsletter is scheduled to be released in early April. J. Theriault asked that newsworthy articles be submitted.

**7. Remarks by Deborah Johnson, Office of Community Development:** D. Johnson was not in attendance. There is nothing to report at this time.

**8. Next Meeting Date – April 12, 2018**

**9. Other Business:**

- a. NMDC** received an RCDI grant to do technical assistance and training. The training begins with an initial workshop scheduled for Wednesday, February 14 where a panel of state, federal, and private funders will talk about their various programs and services. An afternoon of SWOT analysis with 25 participating communities will follow. NMDC will then follow up with 5 specialized sessions to help communities with new staff and/or part-time staff that do not have the time to research opportunities for their communities. The 5 sessions will be on such topics as income survey methodology, environmental review procedures, community assessment/planning, citizen participation, and will wrap up with Grant Writing 101. These sessions will be video taped and offered to any interested party throughout the State. The sessions are held at the NMDC Office in Caribou.

The meeting adjourned at 10:36 a.m.

Sincerely,

Joella R. Theriault  
MCDA Secretary

*General Membership Meeting Minutes  
Thursday, February 8, 2018  
Page 2*

*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.*