



Thursday, December 14, 2017
GENERAL MEMBERSHIP MEETING
10:00 a.m.

MEETING MINUTES

1. **Welcome and Introductions by Stephen Dyer, President 2017-2019:** Meeting called to order at 10:13 a.m.
2. **Changes or additions to agenda:** None
3. **Approval of October 5, 2017 Meeting Minutes:** Moved by T. Levesque to approve the meeting minutes as presented; seconded by T. Steuber. Motion passed.
4. **Treasurer's Report and Financials:** Moved by T. Levesque to approve the financials as presented; seconded by T. Steuber. Motion passed.
5. **Progress on the Website:** J. Theriault has been communicating with Ben Thomas of MMA regarding the website upgrade. The upgrade requires switching over to a Wordpress platform which will take approximately 20 hours to complete. MMA typically bills at \$55/hour for this task; however, because the web updates that we currently have are so minimal, they are willing to do the upgrade for \$500 total. Additionally, this year the security feature needs to be updated for all affiliate groups for an additional \$80 per year. This fee is charged to all administrative services agreements with MMA. Motion by T. Levesque and seconded by T. Steuber to have J. Theriault work with Ben Thomas of MMA to complete the upgrade for the \$500 fee. Motion passed.

Also discussed was the MMA contract for \$2,283.00. This includes a 3% increase over last year's contract and the \$580 for website services and security. Motion by T. Levesque to enter into a new contract with MMA; seconded by T. Steuber. Motion passed.

6. Status of Subcommittees and Subcommittee Reports:

- a. **Membership:** T. Levesque reported that there were 44 members currently; there were 36 members that had renewed their membership and 8 have not renewed. The free membership winner for 2018 was Kevin Black, Director of Operations, for the Town of Brownville. A letter was sent to Mr. Black in early November with the results of the drawing and a 2018 membership application for

completion. No response received so T. Levesque will contact the Town of Brownville to offer the membership to other than Mr. Black. J. Theriault responded that she also sent a letter to all other 34 individuals who submitted their names for consideration in the drawing and invited them to join; however, none have responded to date.

- b. Professional Development:** A discussion to hold a face-to-face meeting in April instead of a conference call will be discussed at our next meeting on February 8, 2018. The April meeting will give members an opportunity to discuss a Professional Development training workshop for June 7, 2018 and begin a dialog regarding the October, 2018 MMA conference.
 - c. Communications/Newsletter:** The October-December, 2017 newsletter is nearly complete with a few missing articles. N. Ketch of Houlton will submit an article on Houlton's 3 new businesses and S. Dyer will provide an article on the City of Bath. The newsletter will be available by the end of the month.
- 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 – February 8, 2018:** It was noted that the Build Me Conference is scheduled for June 14; therefore it was voted to move our June meeting to June 7.
- 9. Other Business:**
- a. MMA Convention:** The Federal Funding and Legislative Panel session was informative and well-attended. D. Sterling did a fine job moderating the panel discussion. With such a good session, it is hoped that we can build upon this success for a good 2018 session.
 - b. VRAP Program:** The current initial application fee is \$500, but beginning January 1, 2018, the application fee will be 1% of the assessed value of the property (land and buildings) not to exceed \$15,000.

The meeting adjourned at 10:45 a.m.

Sincerely,

Joella R. Theriault
MCDA Secretary

Maine Community Development Association

Proposed Budget: 2018

<i>Revenues</i>		2017	2017(Projected)		2018
40101 Interest Income	\$	20.00	\$	21.00	\$ 21.00
40201 Member Dues	\$	4,500.00	\$	4,300.00	\$ 4,450.00
40301 Grants/Gifts					
Total Revenues	\$	4,520.00	\$	4,321.00	\$ 4,471.00
<i>Expenditures</i>					
50201 Postage	\$	100.00	\$	100.00	\$ 100.00
50202 Printing	\$	75.00	\$	-	\$ 65.00
50203 Photocopies	\$	80.00	\$	20.00	\$ 50.00
50204 Supplies	\$	3.00	\$	3.00	\$ 6.00
50502 Travel/COCSCA	\$	500.00	\$	-	\$ 500.00
50505 Newsletter/Admin	\$	300.00	\$	300.00	\$ 300.00
50506 Web Page Update	\$	-	\$	-	\$ 400.00
50291 General	\$	500.00	\$	40.00	\$ 200.00
50292 Seminars/Annual Meeting	\$	1,000.00	\$	750.00	\$ 1,000.00
50411 Contracted Services MMA	\$	1,900.00	\$	2,200.00	\$ 2,200.00
Total Expenditures	\$	4,458.00	\$	3,413.00	\$ 4,821.00
Net Income (loss)	\$	62.00	\$	908.00	\$ (350.00)
Previous year Balance	\$	17,965.00	\$	17,057.00	\$ 17,903.34
Carry Forward Balance	\$	16,500.00	\$	17,965.00	\$ 17,553.34

Note: Website is new, contract would be for needed update and then monthly updates thereon; No Cocsa this year?; Substantial, consistent balance to do other things; membership average of last three years

Maine Community Development Association

ANNUAL MEETING
THURSDAY, October 5, 2017
12:00 Noon

	NAME	E-MAIL ADDRESS
1	Ten Peters	5cec@sunrisecounty.org
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8	MARK WINTER	mark_winter@collins.senate.gov
9	Karen Bruce	karen@camdenmaine.gov
10	Suzie Paradis	suparadis@townofmadawaska.net
11	Tom Levesque	levesque@portland.org
12	DEBORAH JOHNSON	DEBORAH.JOHNSON@MAINE.GOV
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14	Terrann Holden	Terrann.Holden@maine.gov
15	Jeff Hewett	
16	Scott Wilkensen	
17	Gail Chase	
18	Steve Dyer	
19	Rodney Lynch	
20	Timothy Gallant	
21		
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