

**Northeast Indiana Regional Development Authority (RDA)**  
**Meeting Minutes**  
**4/27/16**

The meeting was held at 5:00PM in the offices of the Northeast Indiana Regional Partnership at 200 East Main Street, Suite 910.

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**Attendance**

Brad Bishop, Andrew Briggs, Gene Donaghy, Jeff Turner

**Absent**

Bob Marshall

**Guests**

Andy Boxberger, Amy Hesting, John Stafford

**Call to Order and Introductions**

Jeff Turner

Jeff Turner welcomed everyone to the special meeting of the Northeast Indiana RDA Development Board.

**Approval of Minutes**

Jeff Turner

Jeff Turner asked for a motion to approve the minutes from the April 6, 2016 board meeting. **Andrew Briggs motioned, Brad Bishop seconded and the April 6, 2016 minutes were unanimously approved.**

**Check Signing**

Jeff Turner

A bill was received from Carson Boxberger in the amount of \$12,236.50. Jeff Turner asked for a motion to approve signing the check. **Brad Bishop motioned, Gene Donaghy seconded and the check signing was approved.** Jeff Turner & Gene Donaghy signed the check.

A bill was received from Make No Small Plans, LLC in the amount of \$5,490.95. Jeff Turner asked for a motion to approve signing the check. **Gene Donaghy motioned, Andrew Briggs seconded and the check signing was approved.** Jeff Turner & Gene Donaghy signed the check.

**Indiana Economic Development Corporation (IEDC) Regional Cities grant agreement**

Andy Boxberger

The grant agreement with the IEDC has been finalized. The board received copies of the grant agreement and Andy Boxberger & John Stafford summarized it. Andy went over the high points of the document at the board meeting and answered questions as needed. He stressed that the goal of the IEDC is that the board function as a granting organization. Andrew Briggs asked if the board was covered under the PDIF and Andy Boxberger said he would check into it. Jeff Turner asked for a motion to approve the IEDC Regional Cities Initiative Agreement, and pass the resolution of the Northeast Indiana RDA authorizing the execution of the IEDC RCI agreement. **Andrew Briggs motioned, Brad Bishop seconded and the motion was unanimously approved.**

The board then discussed at what point do project details become public record. Andy Boxberger stated that negotiations and discussions are not required to be made public. John Stafford suggested that when a project requests to be put on the RDA agenda, it then becomes public record. Jeff Turner requested a motion to establish that once a formal application for RCI funding is submitted to the RDA for approval at least five business days in advance of the board meeting, that application and all of its supporting documents become public record and shall be placed on the agenda of the next board meeting. **Gene Donaghy motioned, Andrew Briggs seconded and the motion was unanimously approved.**

**Other Business**

Andy Boxberger

Andy Boxberger added forms to the Conflict of Interest Policy. Part A is an Acknowledgement Form that all board members are to sign acknowledging that they have read and understand the policy. Parts B & C were added to be filled out as necessary as projects are submitted to the RDA. Jeff Turner asked for a motion to approve the new forms. **Andrew Briggs motioned, Brad Bishop seconded and the new forms for the Conflict of Interest Policy were unanimously approved.**

**Adjournment**

Jeff Turner

With no further business to discuss, the meeting was adjourned.

Submitted: Gene Donaghy, Secretary

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