

**Northeast Indiana Regional Development Authority (RDA)**  
**Meeting Minutes**  
**2/16/16**

The meeting was held at 2:00PM 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, Bob Marshall, Jeff Turner

**Guests**

Andy Boxberger, Amy Hesting, John Sampson, John Stafford, Alan Tio

**Call to Order and Introductions**

Jeff Turner

Jeff Turner welcomed everyone to the 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 January 2016 meeting. **Gene Donaghy motioned, Andrew Briggs seconded and the January 2016 minutes were unanimously approved.**

**Northeast Indiana RDA Bylaws**

Andy Boxberger

The Northeast Indiana RDA bylaws were updated per the comments from the January meeting. Jeff Turner asked for a motion to approve the bylaws. **Bob Marshall motioned, Andrew Briggs seconded and the Northeast Indiana RDA bylaws were approved.**

**Regional Cities Initiative Grant Agreement**

Andy Boxberger

Andy Boxberger has been working with the attorneys from the other two regions and the IEDC to modify the grant agreement to meet our needs and expectations. Specific clarification is being sought around the 60-20-20 guideline and the allowance of project administration fees for the RDA boards. In addition, the term of agreement had originally been two years but it's been extended to four years. Essentially, the RDA has four years to get a claim form approved and to get funds from the IEDC for project distribution.

Mr. Boxberger expects comments about modifications back from the other two regions by February 19 and the agreement ready to sign by early March.

**Resolution Establishing the Northeast Indiana RDA Fund**

Jeff Turner

The RDA needs to have an account established so that outside (non-RCI) funding can be deposited into a general operating account to be used for start-up costs and other non-project needs. A resolution to establish the Northeast Indiana RDA Fund was presented. Jeff Turner asked for a motion to approve the resolution as written with the addition of two amendments: 1.) the Northeast Indiana Regional Partnership will select the bank and set up a general operating account, and 2.) signatories will include the treasurer or chairman and one additional board member. **Andrew Briggs motioned, Bob Marshall seconded and the resolution establishing the Northeast Indiana RDA Fund was approved with the aforementioned amendments.**

**Other Business**

Alan Tio

Andrew Briggs filled out the Directors & Officers insurance policy application and submitted it to the Insurance Council. They will give the RDA several bids but recommend a minimum of a \$1,000 deductible and \$1,000,000 policy.

Andy Boxberger is in the process researching and drafting a Conflict of Interest policy for the RDA to ensure the board is in compliance with the State of Indiana Conflicts of Interest Statute.

The first Informational Session for the Road to One Million project leaders is scheduled for February 17 at 2:00PM in the Ventura Room. Bob Marshall and Andrew Briggs will attend to represent the RDA board.

**Adjournment**

Jeff Turner

With no further business to discuss, Jeff Turner asked for a motion to adjourn the meeting. **Andrew Briggs motioned, Brad Bishop seconded and the motion was unanimously approved.**

Submitted: Gene Donaghy, Secretary

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