MINUTES – REGULAR BOARD MEETING  
September 20, 2011  

Ann Arbor-Ypsilanti Smart Zone Local Development Finance Authority  
Downtown Development Authority  
150 S. Fifth Avenue, Suite 301, Ann Arbor, MI 48104

Members Present: Richard Beedon, Vince Chmielewski, Mark Maynard, Stephen Rapundalo, Phil Tepley, Skip Simms-Accelerator Ex-officio, Paula Sorrell-MEDC Ex-officio

Members Excused: Lisa Kurek, Theresa Carroll, Tom Crawford – Ex-officio

Others Present: Ken Bogan-City of Ann Arbor-Finance, Valerie Christofferson-SPARK, Lori Emerson-SPARK, Greg Fronizer-SPARK, Bill Mayer-SPARK

CALL TO ORDER:  
Rapundalo called the meeting to order at 8:20 am. A quorum was present.

PUBLIC COMMENT:  
There was no public comment.

APPROVAL OF THE AGENDA:  
Maynard moved, seconded by Tepley, to approve the Agenda for this meeting in the form presented at this meeting. Motion approved unanimously.

MOTIONS & RESOLUTIONS:  
Minutes of the June 14, 2011 Regular Board Meeting:  
Beedon moved, seconded by Maynard, to approve the Minutes of the June 14, 2011 regular board meeting in the form presented at this meeting. Motion approved unanimously.

Election of LDFA Officers:  
Chair: Maynard moved, seconded by Tepley, to elect Beedon as the Chair. Motion approved unanimously.  
Vice Chair: Beedon moved, seconded by Maynard, to elect Rapundalo as the Vice Chair. Motion approved unanimously.  
Treasurer: There was no member present interested in filling this position. The position will remain temporarily vacant, until the next Board meeting.

Annual Appointment of Board Committees:  
Tabled until the next Board meeting.
**Approval of the FY 2012 meeting schedule:**
Tepley moved, seconded by Maynard to approve the meeting schedule as presented. Motion approved unanimously. The meeting schedule is attached to these minutes.

**LDFA CHAIR’S REPORT:**
Rapundalo stated that he would work with the new Chair Beedon to present the FY 2011 Annual LDFA Report to the Ann Arbor City Council in October.

A draft copy of the revised by-laws were presented to the Board for review. The revised by-laws will be voted on at the LDFA’s October meeting.

**LDFA TREASURER’S REPORT:**
Bogan, in the absense of the Treasurer presented the LDFA Financial Report for the 4th quarter of FY 2011.

**REPORTS FROM SERVICE PROVIDERS:**
  a. The 4th quarter SPARK report was skipped, as the next agenda item was for the FY 2011 annual report.
  b. Simms presented the SPARK Annual Report for FY 2011.
  c. Tepley moved, seconded by Maynard to approve the request to pay SPARK for the FY 2011 contract overage of $14,266.10. Motion approved unanimously.
  d. Simms presented information about the new Phase IV program being implemented this fiscal year.
  e. The Microloan portfolio update was skipped, in the interest of time.
  f. Mayer presented information about the Business Accelerator survey.
  g. Simms provided an update on the proposed modified fall Boot Camp. Due to lack of willing participants, the fall Boot Camp has been cancelled.

**OTHER BUSINESS:**
  a. Cantillon – Maynard updated the Board with the status of RFP responses.

**MOTION TO ADJOURN:**
Rapundalo moved, seconded by Tepley, to adjourn the meeting at 9:50 am. Motion approved unanimously.

Respectfully Submitted,

Ken Bogan, for Recording Secretary Tom Crawford