



**MINUTES – REGULAR BOARD MEETING
June 14, 2011**

Ann Arbor-Ypsilanti Smart Zone Local Development Finance Authority

**Ann Arbor SPARK
201 S. Division St., Suite 430, Ann Arbor, MI 48104**

Members Present: Richard Beedon, Theresa Carroll, Michael Korybalski, Mark Maynard, Stephen Rapundalo, Phil Tepley (by phone), Tom Crawford – Ex-officio, Skip Simms-Accelerator Ex-officio

Members Excused: Darryl Daniels, Lisa Kurek

Others Present: Ken Bogan-City of Ann Arbor-Finance, Britney Affolter-Cain-SPARK, Luke Bonner-SPARK, Donna Doleman-SPARK, Lori Emerson-SPARK, Greg Fronizer-SPARK, Emily Heintz-SPARK, Bill Mayer-SPARK, Kurt Riegger

CALL TO ORDER:

Rapundalo called the meeting to order at 8:16 am. A quorum was present.

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF THE AGENDA:

Maynard moved, seconded by Korybalski, to approve the Agenda for this meeting in the form presented at this meeting. Motion approved unanimously.

MOTIONS & RESOLUTIONS:

Minutes of the April 26, 2011 Regular Board Meeting:

Carroll moved, seconded by Maynard, to approve the Minutes of the April 26, 2011 regular board meeting in the form presented at this meeting. Motion approved unanimously.

LDFA CHAIR'S REPORT:

Rapundalo gave a reminder that the Board is still seeking potential replacements for a vacancy and member Korybalski's seat.

LDFA TREASURER'S REPORT:

None.

REPORTS FROM SERVICE PROVIDERS:

- a. Simms provided SPARK's insurance certificate, and indicated the LDFA is indemnified under SPARK's insurance.

- b. Simms present a memo informing the Board of the SPARK review process for engagements in excess of the \$10,000 threshold and Micro Loan applications. The list of review committee members was included on the memo, which is attached to the minutes.
- c. Simms requested the Board allow SPARK to move up to 5% of the budgeted dollars from one line to another without Board approval. The Board decided to incorporate this into the new contract language. Carroll specified that each time the contract is amended, an amendment should be written and signed by both parties.

OTHER BUSINESS:

- a. Contract – Carroll presented the changes to the contract. Carroll moved, seconded by Beedon, to approve the contract, substantially in its current form and subject to the Board's attorney's review, with the understanding the attorney can make language changes; and that Rapundalo be authorized to sign the contract on behalf of the board. Motion approved unanimously.
- b. Cantillon – Maynard and Crawford provided the board with a status update.
- c. Approval of FY 2012 meeting schedule – Tabled until the July meeting due to some apparent scheduling conflicts.
- d. Appointment to the SPARK Executive Board – Maynard nominated Beedon, seconded by Rapundalo, motion passed.

MOTION TO ADJOURN:

Carroll moved, seconded by Maynard, to adjourn the meeting at 9:18 am. Motion approved unanimously.

Respectfully Submitted,

Ken Bogan, Recording Secretary for Tom Crawford



June 14, 2011

To: LDFA Board
From: Bill Mayer

Ann Arbor SPARK has assembled a third party board of reviewers to approve or decline Business Accelerator Engagements in excess of the initial discretionary \$10,000 threshold. We also leverage this group to review Ann Arbor (LDFA) Micro Loan applications. The reviews were chosen based on their experience and expertise in a broad range of industry sectors as well as offering a board and diverse range of representation from our partner organizations.

The process of submission involves creating a packet that includes the following:

- Cover Letter documenting:
 - o Business Summary
 - o Accomplishments/Milestones since last engagement
 - o Recommendation and budget for new engagement
- Executive Summary (4-8 pages)
- Pro-Forma Financials (3-5 years including Statement of Cash Flows, Current (snapshot) Balance Sheet and Income Statement)
- Bios of all Founders. 2 pages each.

The packet is e-mailed to the review board. Individual votes are cast in the following format:

BA Engagements

- Yes or No

Micro Loans

- Award the full amount
- Award a partial amount, the rest to be awarded after a milestone(s). No re-application.
- Award a partial amount. A second application is necessary to award any additional funds.
- No

Attachment: Micro Loan Scoring Sheet

Review committee members:

Bill Milliken Chuck Salley Mike Korybalski Jeffrey Banker Jonell Jackson Michael Bleavins Mike Klein Wayne Harvey Wes Huffstutter Lee Gorman Alicia Torres Richard King