

MEMPHIS AREA ASSOCIATION OF GOVERNMENTS
Executive Board Meeting
Meeting Minutes

MAAG Board Room
Cordova, Tennessee

May 21, 2015
10:00 A.M. CST

Board Members Present:

Hon. Minnie Bommer, *Vice-Chairman and Alderwoman of Covington*
Mr. Terry Emerick, *Representing Mayor Keith McDonald of Bartlett*
Chief Roy Hill, *Representing Mayor Carol Witt of Jericho, AR*
Ms. Grace Hutchinson, *Deputy Director, Memphis and Shelby County, Representing Mayor Lutterll*
Sen. Reginald Tate, *Tennessee General Assembly, District 33*

Board Members Absent:

Hon. Hugh Davis Jr., *Chairman and Vice Mayor of Piperton*
Hon. Alonzo Beard, *Alderman of Lauderdale County*
Rep. Barbara Cooper, *Tennessee General Assembly, Distract 86*
Hon. Maurice Gaines, Jr., *Mayor of Lauderdale County*
Hon. Frank Fogelman, *Mayor of Marion, AR*
Hon. Terry Jones, *Mayor of Millington*
Hon. Mark Luttrell, *Mayor of Shelby County*
Hon. Jon Pavletic, *Mayor of Ripley*
Hon. Rhea Taylor, *Mayor of Fayette County*
Ms. Vanessa Lynchard, *County Administrator, DeSoto County, MS*
Hon. AC Wharton, *Mayor of Memphis*

Also Present:

Mr. Justin Jamerson, *Business Development Consultant, ECD*
Mr. Ralph Moore, *Executive Director MAAG*
Mr. Terrence Evans, *MAAG*
Ms. Maggie Johnson, *MAAG*
Mr. Paul Morris, *MAAG*
Mr. Josh Shumaker, *MAAG*
Ms. Lisa Trexler, *MAAG*

I. Welcome and Call to Order

Vice Chairman Bommer called the meeting to order, after she recognized that we did not have a quorum.

II. Invocation

Ms. Hutchinson gave the invocation.

III. Approval of Minutes for April 30, 2015

No approval, there was no quorum.

IV. Financial Report –*Mr. Evan's report accompanied by large white handout and two packets.*

- a. Budget 2016 ➡ **Motion** *No Motion, there was no quorum.*

(Unanimously approved by Finance Committee)

Ms. Hutchinson stated that the Finance Committee discussed the grants, general fund and the general fund reimbursement of the grants. Mr. Evans indicated this on current handout to the MAAG board.

- b. Finance SOP ► **Motion** No Motion, there was no Quorum
(Unanimously approved by Finance Committee)
This document produced by Mr. Evans, to display the handling of all monies regarding MAAG finances. The MAAG membership dues, state and federal dollars through contracts and grants, are received and dispersed at the financial level and reported. Applying a proper process for MAAG's finances is documented within MAAG's SOP. Mr. Moore stated there would be a monthly report sent to all for the board members, via email.
- c. Finance Committee recommends that MAAG instructs Elliot Davis Decosimo to issue financial statements, with or without the letter from EDA. ► **Motion** No Motion, there was no Quorum.
The Revolving Loan Fund (RLF) program, question from Ms. Hutchinson wanted an updated status of the RLF program. The RLF connected with this audit and EDA. Mr. Evans stated MAAG is addressing all RLF clients to complete their loans at a discount and in turn reimburse the EDA with the moneys MAAG owes back to the program. Mr. Moore stated MAAG is responsible for the *closeout in the RLF program*. Mr. Evans stated MAAG RLF program owes \$885,000.00 to EDA at this date, with 13 outstanding loans.
- d. Williston, TN property ► **Motion** No Motion, there was no Quorum.
Mr. Evans stated MAAG is in the possession of a reposed property in Williston, Tennessee. MAAG received this property through a foreclosure, regarding an unpaid RLF client. The property is \$82,000.00 on MAAG's accounting books, \$61,000.00 offer accept the Finance committee's recommendation to take the offer of \$61,000 and complete the sale of the property. The property has been vacant for one year and MAAG was maintaining it until the final sale.

Alderman Bommer stated; a conference call will be set up for the Executive Board to vote on all motioned items.

- V. **MAAG work program**—*Mr. Moore's report accompanied by white stapled handout.*
- Mr. Moore stated the best was to communicate to the public and the MAAG board, is MAAG's work program, which will reflect MAAG's budget.
 - MAAG is upgrading the website and rebranding.
 - A new look with a new logo, on a new website.
 - A survey will go out via email to all of you regarding your perceptions of MAAG.

VI. **Community Development Entity Copies – New Market Tax Credit**

Mr. Moore's report accompanied by white stapled handout.

- a. Mr. Moore stated he has finish the application requires a commitment by all board members to focus on census tracks that fall within the impoverished areas, all six counties. This does not always occur on the first application processed; we may have to resubmit a few times. **Stephens** will market the NMTC program locally. (Stephens presented back in May 2015.) Mr. Moore asks the board to grant the opportunity for the submittal of the application on behalf of the MAAG region. Ms. Hutchinson asked, what is the length of time between the submittal of the application and an answer from NMTC committee? Mr. Moore stated, three to four months for their answer, this is a federal entity. There is an administrative fee to the applicant and that will go to MAAG.
- b. Geographic Information System (GIS) will represent the MAAG counties and communities hot development sites/locations. The new website will have the information regarding GIS in the future. This will assist in charting and marketing their areas for development.

- c. Gantt charts, last page of MAAG's Work Plan. Mr. Moore stated that the Gantt charting used to show each staff members work detail for the month. The Gantt charting is to assist each staff member in growth and completion of projects in their daily workday. Mr. Moore has monthly meetings with all staff members to discuss personal development and goals.

VII. Executive Directors Report. *Mr. Moore's report accompanied by gold handout.*

- a. Mr. Moore stated report is consistent with his activities at MAAG.
- b. Ms. Johnson gave an update/overview regarding the tourism website. The website went live Tuesday, May 19, 2015 – westndaytrippin.com. It is interactive and the feedback has been very positive. MAAG re-branding is going forward, the survey will be sent to all Board Members for feedback.
- c. Mr. Moore stated that planning services along with zoning ordinances would be available to all our communities through MAAG.

VIII. Adjournment

MOTION to adjourn meeting by Ms. Hutchinson. **SECONDED** by Mr. Gaines. Unanimously **APPROVED**.