

**Northeast Indiana Regional Development Authority (RDA)**  
**Meeting Minutes**  
**12/22/15**

The meeting was held at 3:30PM 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**

Amy Hesting, 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.

**Minutes**

Jeff Turner

Jeff Turner asked for a motion to adopt the minutes from the October meeting. **Bob Marshall motioned, Andrew Briggs seconded and the minutes were unanimously approved.**

**Regional Cities Initiative**

Alan Tio

Alan Tio announced that Northeast Indiana, along with two other regions in the state, was awarded \$42M in Regional Cities funding.

**RFP for Legal Services**

Bob Marshall

Bob Marshall and Jeff Turner have been meeting to determine appropriate legal counsel for the RDA board. They recommended the board retain Carson Boxberger. **Bob Marshall moved to negotiate a proposal with Carson Boxberger that will be reviewed by the board, Jeff Turner seconded and the board approved.**

**RDA Staffing & Guidelines**

Alan Tio & John Stafford

The board received an RDA Interim Staffing & Procedures memorandum outlining Alan Tio's and John Stafford's recommendations on how to initially provide staff support to the RDA. Recommendations include contracting with the Northeast Indiana Regional Partnership to provide place of business, serve as first point-of-contact for project applicants, coordinate development board meeting logistics, provide bookkeeping services (e.g. fiscal agency), and sub-contract with other individuals (e.g. John Stafford, Carolyn Warsco) and organizations as requested by the board. It was also recommended that the board contract with the Community Research Institute at IPFW to provide technical assistance for applicants. John Stafford cautioned the board that they should seriously consider keeping a clear separation between staff supporting the RDA and staff assisting applicants.

Action Items:

- Meet with IEDC and the other two funded regions to understand expectations & requirements from IEDC
- Develop a clear process that moves quickly
- Develop initial list of questions for applicants to the Road To One Million plan
- Notify 38 near term project owners of timeline and application requirements

**Other Business**

Alan Tio

Northwest Indiana RDA—Alan is working to schedule a field trip to Crown Point to meet with the NWI RDA Board. They have been operating for ten years and are willing to meet with our group to help us work through some of our questions. The tentative date for this trip is Friday, January 15<sup>th</sup>.

Road To One Million Kick Off Event—The Northeast Indiana Regional Partnership and Greater Fort Wayne, Inc. are hosting a RTOM Kick Off Event at the Grand Wayne Center on January 21<sup>st</sup>. The specific time of the event and more

details will be released shortly. This event will be open to the public and we hope to have a large crowd to help us celebrate.

Informational Session for RTOM project leaders—Once we develop our process and list of questions for applicants, we will host an informational session for project leaders to help them easily apply to the RDA for their projects and answer any questions they may have. We hope to announce the date of this event at the RTOM Kick Off Event on January 21<sup>st</sup>. Details will be coming soon.

**January Meeting**

The next meeting will be held on January 19, 2016 at 3:00 at the Northeast Indiana Regional Partnership.

**Adjournment**

With no further business to discuss, Jeff Turner adjourned the meeting at 4:20 PM.

Jeff Turner

Submitted: Gene Donaghy, Secretary

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