



**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**

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**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

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**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 4<sup>th</sup> quarter of FY 2011.

**REPORTS FROM SERVICE PROVIDERS:**

- a. The 4<sup>th</sup> 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