

**Regional Cities of Northern Indiana – Regional Development Authority
Organizational Meeting Notes
July 28, 2015 – 12:30-2:00 EST**

The July 28, 2015, meeting of the Regional Cities of Northern Indiana (RCNI) Regional Development Authority (RDA) was held at 401 East Colfax, Suite 310, South Bend, Indiana 46617. Regina Emberton welcomed the participants, provided the meeting agenda, and outlined the meeting format.

RDA Board Members Present: John Affleck-Graves, University of Notre Dame
 Dallas Bergl, INOVA Federal Credit Union
 John DeSalle, Hoosier Racing Tire Corp.
 Regina Emberton, Michiana Partnership
 Pete McCown, Elkhart County Community Foundation

RDA Board Members Absent: None

Others Present: Chris Brown, St. Joseph County Chamber of Commerce
 Shirley Czerna, Michiana Area Council of Governments
 Zach Dripps, Michiana Area Council of Governments
 Catherine Fanello, Krieg DeVault LLP
 Lisa Knox, Big Idea Company
 Greg Lorch, St. Joseph County Chamber of Commerce
 Erin Roznik, Michiana Area Council of Governments
 Stephen Studer, Krieg DeVault LLP
 James Turnwald, Michiana Area Council of Governments

Oath of Office

The five members of the RDA Board read the Oath of Office in unison and individually signed printed copies. Each Oath was notarized by Stephen Studer. Regina Emberton explained that the board members have been appointed by representatives of the RDA's three member counties; St. Joseph, Elkhart and Marshall Counties of Indiana. Each of the RDA Board members provided brief personal and professional introductions.

Open Door Law

Catherine Fanello gave a brief overview of the Open Door Law as it applies to the RDA Board. Activities of the Board and its committees must be open to the public. The only exception to the Open Door Law is an executive session; that generally will not apply to the RDA Board.

There is no requirement to allow for public comments during a meeting, unless it is a public hearing.

Minutes / memorandum can be taken in draft form; they do not need to be verbatim, and must be

made available within a reasonable period of time following the meeting. Minutes must include; date, time, location, members present and absent. If a roll call vote is taken, it must be noted who was speaking.

Meeting notice requirements are 48 hours (excluding Saturdays, Sundays, and legal holidays) in advance of a meeting or a calendar of meetings can be provided annually. The notice must include the date, time, and place of the meeting. There is no requirement to publish notices in the newspaper. The notice must be posted at the principal place of business for the organization, or if no such office exists, at the building where the meeting is to be held.

Access to Public Records Act

Records of the Board are open to the public. Requests for documentation, electronic or hard copy, must be responded to. The response time for requests made in person or by telephone is 24 hours. If the request is made by mail or fax, response time is seven (7) days. Emails related to the Board are subject to the Public Records Act.

Administration of RDA

- A 501(c)(3) entity (Connect Inc.) is available to the RDA
- By-Laws will need to be drafted and adopted
- Records / documentation will be kept by the Michiana Area Council of Governments (MACOG)
 - Ordinances adopted by the member county councils
 - Agreement to appoint the Board of the RDA
- Staffing services for the RDA will be provided by MACOG
 - An MOU is needed between MACOG and the RDA Board
- To date, Legal services have been provided in-kind by Krieg DeVault. A proposed agreement for services will be provided at the next meeting.
- Currently there is no budget for the RDA beyond the Regional Cities Initiative application. In the short term, MACOG will provide the staffing services at no cost. In the long term, the Board needs to consider ways to fund a budget for legal services.
- The RDA is required to meet quarterly. A schedule of meetings will be determined and published for calendar year 2016.
- The Board is required to have three officer positions; Chair, Vice Chair and Secretary / Treasurer.

Regional Cities Initiative

Regina provided information and presentation slides describing the IEDC objective and project criteria for the Regional Cities Initiative. She also reviewed the process and evolution of the region's plan to date.

IEDC Selection Process – Strategic Review Committee (SRC)

- RCNI will host the SRC / IEDC for a Site visit on August 18th
- Final plans must be submitted by August 31st
- RCNI will make a presentation to October 6th / 7th
 - Big Idea Company will assist

Discussion

There was much discussion on attracting talent to the area by providing big city amenities without the typical big city hassle and connecting the regional amenities through trails.

Potential avenues for future funding were discussed, as well as, personal protections and conflicts of interest matters for RDA Board members.

Adjournment