

**North Central Texas Economic Development District (NCTEDD) Board
Meeting Minutes - November 1, 2017**

North Central Texas Council of Governments
616 Six Flags Drive, Arlington, Texas

1. Welcome and Introductions

Marty Wieder opened the 11/1/2017 meeting of the North Central Texas Economic Development District (NCTEDD) at 10:00 am. He asked those present to introduce themselves. After introductions, Lucille Johnson, Assistant to the Executive Director of NCTCOG, explained that at the October meeting of the NCTCOG Executive Board, Kaufman County Judge Bruce Wood recommended Ms. Dawn Steil, Vice President of Terrell Economic Development Corporation, for appointment to the NCTEDD Board to represent Kaufman County – replacing him. The NCTCOG Executive Board approved Ms. Steil’s appointment, unanimously. Lucille introduced and welcomed Ms. Steil.

2. Approval of Minutes

Approval of the Minutes was delayed so that copies could be obtained. After copies were distributed, the minutes were approved unanimously upon a motion from Lisa McMillian, seconded by J.D. Clark.

3. Discussion of Work of the District and the Staff

Marty Wieder told the Board that Margaret Selid, Fred Schmidt, Lucille and he had met by telephone on Wednesday, October 25th to discuss ways to get the message out to the region about the District and to look over a copy of a flyer and brochure that Lucille prepared to discuss how best to tell the District’s story. He explained that the group liked the brochure idea, and copies of the brochure were distributed to the members for changes.

The Board discussed the brochure and flyer that are under development for NCTEDD outreach and public education. The suggested revisions will be included and presented at the next Board meeting. In the meanwhile, the Board was asked to submit any additional comments they have to Lucille, once they have had more time to review the proposed brochure.

Further discussions of public outreach and the development of knowledge and support for the EDD district, included the following topics:

- Education about the benefits of an EDD, including the possible provision of technical support, workshops, letters of support, etc.
- Sending representative to promote/explain the EDD District to other Boards and commissions in the community, such as: The North Texas Commission, the Mayor’s Board, the SBDC, and the Workforce Boards.
- More representation on the Board to fill the seats identified in the District’s Bylaws.

4. Discussion on Monthly Reporting of Regional Economic Development Hours

Lucille Johnson discussed the importance of reporting in-kind hours each month. She informed the Board that the annual \$70,000 dollars that EDA provides must be matched with in-kind contributions (excluding work on programs supported by other federal grants) in part from Board member activities. The members discussed and decided between two monthly tally sheets for reporting in-kind contributions. Lucille encouraged the members to use the selected form to report all in-kind hours for August and September.

5. Report on the Farmstead Project in Midlothian

Lucille Johnson briefed the Board on a project developed by a group of citizens called 360 Grassroots. The project, along Highway 287 in Midlothian, intends to develop entrepreneurial shops that promote arts and culture. She said that the group intends to ask EDA for a 1.25 million dollar grant and that the EDA has tentatively accepted their draft proposal. She explained that the project would not have gotten approval without a CEDS being in place. She encouraged Board members to check out the "Farmstead" Videos posted online.

The Board discussed how to show support for regional economic development projects. It was recommended that a letter of support, cover letter, and/or resolutions be developed for support of regional grant applications. A process that is consistent with elements of the strategic plan and goals of the CEDS and that summarizes the criteria for Board support, was also recommended.

The Board discussed surveying members for known projects before the next meeting and providing that list to the board. The NCTCOG Workforce department will also filter new projects to COG staff. Board members recommended providing an open topic on the agenda for discussing the projects.

6. Discussion of NCTEDD FY 2017 – 2018 Program of Work

Marty Weider encouraged discussion of how to start thinking about the coming year by handing out a list of six goals from Chapter 3 of the North Central Texas Comprehensive Economic Development Strategies (CEDS). He recommended the Board focus on these goals and encouraged the Board members to dive into Chapter 3 of the CEDS and come up with their top three priorities.

7. Preparation of Partnership Planning Program FY 2018 Grant – Economic Development Support for Planning Organizations

Lucille Johnson discussed the fact that a new grant would also be needed for 2018 funding. She explained that the District is currently operating under a one year bridge grant that will end on December 31, 2017 and that she is completing the EDA application process for a three-year grant that would take effect on January 1, 2018 and support the District's work for the next three years. She explained that as a part of the support from that grant, the District, based on the direction of the Board, could provide technical assistance, grant management, program training and other economic development activities to the region.

8. Discussion on Meeting Dates for 2018

The Board discussed the date and time for the next meeting and decided on a tentative date of January 5 at 10:00 am.

Marty Weider adjourned the Board at approximately 11:45 am.

I hereby certify that these minutes were approved by the North Central Texas Economic Development Board on January 5, 2018.

Kassandra Carroll, CECD

Secretary-Treasurer, North Central Texas Economic Development District Board
Economic Development Coordinator, City of Waxahachie