

**North Central Texas Council of Governments  
North Central Texas Economic Development District (NCTEDD)  
616 Six Flags Drive, Arlington, TX 76011  
Regional Forum Conference Room  
Minutes: August 25, 2017**

**1. Welcome and Introductions**

Lucille Johnson, Assistant to the Executive Director of the North Central Texas Council of Governments (NCTCOG), called the meeting to order at 1:04 pm. She welcomed and thanked all present and asked each person to sign in (Attachment 1) and to introduce themselves.

**2. Discussion on the Purpose of the North Central Texas Economic Development District (NCTEDD)**

a. Chapter III – Economic Development Administration, Department of Commerce, Part 304 Economic Development Districts  
Lucille Johnson presented, reviewed and discussed Sections 1-4 of the Federal Regulations. (Attachment 2)

b. Role of the NCTEDD  
Lucille Johnson distributed the NCTEDD Bylaws that were adopted by the NCTCOG Executive Board. She reviewed Article 4 of the NCTEDD Bylaws describing the duties of the EDD Board. (Attachment 3)

c. Vision and Strategic Direction  
Lucille Johnson distributed and reviewed Sections 3, Strategic Direction and Section 4, Action Plan/Evaluation Framework of the Comprehensive Economic Development Strategies (CEDS), which establishes the initial strategic direction for the district. (Attachment 4)

**3. Discussion on the Organization and Governance of the NCTEDD**

This item was discussed under item 2.b.

**4. Review of the NCTEDD Bylaws**

This item was discussed under item 2.b.

**5. Discussion of Conflict of Interest and dissemination of a copy of §302.17 of the EDA regulations to NCTEDD Board members**

Lucille Johnson distributed a Conflict of Interest Acknowledgement Form and discussed the requirement under Sections 302.17 and 315.15 of the EDA regulations for all members of the Board to confirm in writing that they have received notice of the conflict of interest regulations. (Attachment 5) She asked the members present to read, sign and return the statement.

**6. Discussion on Monthly Reporting of Regional Economic Development Hours;**

**a. Economic Development Activities;**

**b. In-kind Hours**

Lucille Johnson distributed a form used by NORTEX EDD to record in-kind contributions from Board members in that area (Attachment 6). She discussed the form and explained the types of contributions Board members could make. She cautioned that if an activity was already federally funded that the activity

could not be used as an in-kind contribution. She also explained that she was formulating an average wage to be used on the forms.

**7. Discussion on Frequency of Meetings, preferred week in the month and time**

Lucille Johnson asked those present to consider how often the Board should meet. A motion was made by Marty Wieder, seconded by Fred Schmidt, and unanimously approved to initially schedule one meeting a month for the next three months, at 10:00 am on the third Wednesday of each month. Following that, the Board will reconsider how often to meet, as it is only required that they meet twice a year.

**8. Appointment of a Nominating Committee to Meet and Present a Slate of Economic Development District Officers**

**– Chair, Vice Chair and Secretary**

Lucille Johnson asked the Board to approve a call for nominations, to be sent to the Board members for the purpose of forming a Nominating Committee. The Nominating Committee would consider those interested in serving as officers of the NCTEDD and present a slate of officers to the Board for approval. A motion for approval was made by Scott Welmaker seconded by Mickey Hillock and unanimously approved.

**9. Discussion of any New Business**

There was no new business.

**10. Adjournment**

Lucille Johnson adjourned the meeting at 1:47 pm.