

**FREDERICK COUNTY SMALL BUSINESS REVOLVING
LOAN FUND COMMITTEE MEETING**

**Friday, January 9, 2009, 10:30 a.m.
Business & Employment Center,
Office of Economic Development Brady Room**

AGENDA

- **Introduction of New Member**

James W. Bear, PNC Bank

- **Approval of Minutes for October 10, 2008**

- **Web Hits** (From WebTrends Report) – Vivian Grove, Administrative Specialist, OED

September 08 – 291 visits

October 08 - 257 visits

November 08 – 224 visits

December 08 – 162 visits

Year End Comparison of Hits hand-out

➤ *Number of visits that include a view of the specified document. Individual visitors are counted each time they come to the Web site, and are counted only once per visit no matter how many pages they look at. If a visitor is idle longer than the idle-time limit, WebTrends assumes the visit was voluntarily terminated. If the visitor continues to browse your site after they reach the idle-time limit, a new visit is counted.*

- ✚ **Explanation of how percentages of visitors who viewed this document were figured.**

Answer: Total views of loan fund web page ÷ Total views of all web pages

- **Administrative Guidelines Discussion**

Application Fee – discuss with DBED – Kathy Mitchell

Return Check Policy – Kathy Mitchell

- **Member List Hand-out (revised 10/21/08) (included in packet)**

Deleted Amy Cooper, added James W. Bear

- **Meeting Dates for 2009 Hand-out**

CLOSED SESSION

Maryland Annotated Code State Government Article §10-508(a)(5) – to consider the investment of public funds and (7) - To consult with counsel to obtain legal advice on matters directly related to their loan agreement.

- **Closed Session Minutes for October 10, 2008**

- **ChromoTrax Update - Chris Olson**