



FREDERICK COUNTY SMALL BUSINESS REVOLVING

LOAN FUND COMMITTEE MEETING

Friday, September 12, 2008, 10:30 a.m.

**Business & Employment Center,
Office of Economic Development Brady Room**

AGENDA

- **Letter of Resignation from Tracy Bemiller**
- **Approval of Minutes for June 13, 2008**
- **Loan Review Quarterly Meeting Trends**
Review of applicants from April thru June 30, 2008 - Chris Olson, Small Business Development Center (SBDC)

Summary of account activity 2nd Quarter– Vivian Grove, Administrative Specialist, OED

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

April 08 – 192 visits .22% of Total Views

May 08 – 206 visits .22% of Total Views

June 08 – 211 visits .22% of Total Views

- *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.*
- *Percentage of visitors who viewed this document.*

- **Loan Configuration & Administrative Guideline Update** – Kathy Mitchell
- **Marketing Update** – Chris Olson
- **Calculation of Principal & Interest on Loans** – Carol Abramson & Amy Cooper
Promissory Notes state 360 days vs 365
- **Member List Hand-out (revised 8/22/08)** – updated Kathleen Shino & Clark Briggs, deleted Tracy Bemiller

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 June 13, 2008**