

MEMBERS PRESENT: Greg Cole, Dr. John DeFinnis, Trevor Finn, Denny Hummer, Harold Hurst, Lance Diehl, Dan Knorr, Susan McGarry, Matt Prosseda, Chris Young, Jennifer Wakeman (Executive Director)

MEMBERS ABSENT: Al Neuner

GUESTS PRESENT: Fred Gaffney, Dean Girton, Rich Ridgway, Karen Blackledge, Timothy Hippensteel (Office/Project Manager), Aidan McDonald (Intern)

The meeting was called to order by Dr. John DeFinnis, board chairman, at 8:01 a.m.

MINUTES:

- March 7 Regular Board Meeting: Motion by Matt Prosseda to accept the March 2 minutes without correction. Lance Diehl seconded the motion; carried unanimously.

TREASURER'S REPORT

Matt Prosseda presented the Treasurer's Report. The Balance Sheet for March 31 shows assets of \$221,962.98 and no current liabilities. The Profit and Loss YTD Income Statement showed income of \$2,676.92 from Rent of the Railroad Street Property, \$5,000.00 in Fees for Service from the Columbia Alliance, and \$2,100.00 from Equipment Sales, which Jennifer Wakeman specified was from the sale of pallet racks. Jennifer also pointed out that the Miscellaneous Expense was showing a negative balance due to the reorganizing and reclassifying of some Expense Accounts in QuickBooks. On the Check Detail, Matt pointed out the check to the Commonwealth of Pennsylvania, which Jennifer specified was for the RACP Grant Application for Project Dogstar. Matt made the suggestion that in the future, we should have separate income statements for operations and property income.

Motion to approve Treasurer's Report was made by Harold Hurst. Denny Hummer seconded the motion; carried unanimously.

EXECUTIVE DIRECTOR'S REPORT: Jennifer Wakeman noted the following activities in the past month:

- US Gypsum received a \$250,000.00 grant to go towards to cost of additions to increase car access from 60 cars to 85-90 cars. A press release has gone out
- DRIVE has received multiple Requests for Information, coming from FocusCentralPA and elsewhere
- DRIVE will be attending the Innotek event on May 8th, 2018 at the Pine Barn Inn in

Danville, as a Premium Sponsor

- Invoices will be going out to the Donors and Partners, as well as to the County in the coming months
- The letter from Holly Brandon is being discussed by the Executive Committee, and a presentation will be given next month
- Met with Vic Kline from the Columbia Alliance

EXECUTIVE COMMITTEE REPORT

A Financial Policy, Record Retention Policy, Whistleblower Policy, and Open Records Policy were brought to The Board. Three updates to the Financial Policy were added. The first requires Board Approval on and acquisition or disposal of assets over \$3,000.00. The second requires two signers, aside from the Executive Director, to sign any check over \$3,000.00. The third policy update increases the credit card approval limit from \$1,000.00 to \$3,000.00.

Motion by Lance Diehl to accept these changes. Denny Hummer seconded the motion; carried unanimously.

Motion by Lance Diehl to approve all policies. Matt Prosseda seconded the motion; carried unanimously.

OLD BUSINESS

Jennifer Wakeman discussed the possibility of forming an Advisory Committee of individuals interested in DRIVE's work that would meet quarterly to give feedback.

Jennifer also discussed the Engage/PREP visits, noting that we need to do four visits.

NEW BUSINESS

The Board mentioned DRIVE's county employee status, which will be further discussed at next month's meeting.

John DeFinnis made the request for an Acronym Sheet to be distributed to use as a reference for DRIVE business.

EXECUTIVE SESSION

At 8:48 AM, the chair called an Executive Session for the purpose of discussing real estate projects. The regular meeting resumed at 9:09 a.m.

The meeting Adjourned at 9:10 a.m.

NEXT MEETING: The DRIVE Board meets again on Wednesday, May 2 at 8 a.m. at the DRIVE office.

Respectfully Submitted,

Dennis Hummer, Secretary