

DRIVE Board Meeting Minutes

July 5, 2017

Members Present: Dr. John DeFinnis, Trevor Finn, Harold Hurst, Susan McGarry, Al Neuner, Matt Prosseda, Jennifer Wakeman (Executive Director), Chris Young . **Absent:** Greg Cole, Lance Diehl

Guests Present: Ken Holdren (Montour County commissioner), Rich Ridgway (Columbia County commissioner), Fred Gaffney (Columbia-Montour Chamber of Commerce), Karen Blackledge (Danville News).

The meeting was held at 114 Woodbine Lane, Suite 103, Danville and called to order by Dr. John DeFinnis, board chairman, at 8:00 a.m.

Minutes: The minutes from June 7, 2017 were accepted without correction. *Motion by Matt and seconded by Harold. Motion carried.*

Treasurer's Report: Matt reviewed the June financial reports. June balance sheet shows a cash balance of \$226,163.70. One contribution of \$5,000 was received from CCIDA. Expenses totaled \$1,744.50. We are expecting several additional contributions soon, totaling \$125,500. These have all been invoiced. Matt noted that DRIVE is billed quarterly for salaries and rent. *A motion to approve the Treasurer's report was made by Harold, seconded by Trevor. Motion carried.*

Executive Director Report: Jennifer presented a report on activities in June, including the following:

- Attended an Expo in New York City on medical devices/plastics manufacturing. She made some contacts there that could be helpful and learned about a booming industry.
- Working on writing a USDA grant proposal, and collaborating with the Visitors Bureau, on behalf of a business in Lightstreet that does horse shows.
- Attended a meeting of the Natural Gas Cooperative, in Lewistown. They turned down DRIVE's request to join as an entity. Instead the Coop will only permit individual counties to join, at a cost of \$20,000 each. One option for DRIVE is to hire the executive director, Don Kiel, directly to work on our behalf to secure natural gas connections for our projects. Several board members said they would like to have more information before deciding how to proceed. Trevor noted that Montour County has a project currently and will need to engage somehow with the Cooperative.

Board Chair Report:

- Dr. DeFinnis said we have two members to replace (from last month's retirements) and he will be working on this.
- He recommends that we keep other agencies such as BIDA informed of what we are doing. Susan suggested including the minutes from DRIVE board meetings on our website.
- He noted that a draft (unfinished) of the strategic plan was included in the meeting packet, and requested feedback.
 - ❖ Trevor suggested removing the company names from the item that cites challenges from potential job losses.
 - ❖ Susan suggested adding the names of schools and colleges to the section on workforce development.
 - ❖ Jennifer said she will be continuing to work on this and will make the suggested changes.

New Business:

- There is a proposal for DRIVE to take over CCIDA administrative oversight (i.e. budget reconciliation reports, meeting minutes, etc). They are paying BIDA \$5,000 annually to do this work currently. *Trevor made a motion for DRIVE to offer this for a \$2,500 fee for service. Harold seconded this motion, and it carried.*

Next Meeting: The DRIVE board meets again on Wednesday, August 2 at 8 a.m.

The meeting adjourned at 9:25 a.m.

Minutes compiled by Deirdre Galvin, DRIVE Administrative Assistant – info@driveindustry.com