

DRIVE Board Meeting Minutes
April 5, 2017

Present: John DeFinnis, Trevor Finn, Chris Young, Greg Cole, Matt Prosseda, Teri MacBride, Lance Diehl, Susan McGarry, Al Neuner, Harold Hurst, Executive Director Jennifer Wakeman

Absent: Dave Soltz

The meeting was held at 114 Woodbine Lane, Suite 103, Danville and called to order by Chairman John DeFinnis at 8:05 a.m. The chair welcomed guests in attendance: Bob Snyder (MCIDA), Karen Blackledge (Daily Item), and Chris Berleth (GSVCC)

Minutes: The minutes from March 1, 2017 were accepted without correction. *Motion by Teri and seconded by Al. Motion carried.*

Treasurer's Report: Matt passed around copy of the review statement from Brewer for year-ending December 31, 2017. Harold asked if a filing with the state is required and Matt indicated the accountants said it was not necessary.

Matt then reviewed the March financial statements. Payment for 2016 was received from CCIDA in the amount of \$5,000. Cash on hand is \$210,449.

Teri asked a procedural question on whether or not the board needed to take action on expenses. Matt referred to the DRIVE financial policy that states the Chair and one other authorized board member, or the executive director can write checks. No board action required to authorize expenses.

Matt presented Year 3 budget as prepared by ED. The budget will now be presented on the calendar year. Some discussion was held regarding the reference to Year 3. The decision was made to refer to it simply as the 2017 actual budget.

A motion to approve the Treasurer's report was made by Harold, seconded by Al. Motion carried.

Executive Director Report: Jennifer presented a report on activities in March. She has met with leaders from all DRIVE stakeholder groups as well as Betsy Lockwood at SEDA-COG regarding PREP, Jill Collier of GAT.

Geisinger approached DRIVE about staffing needs at their call centers in Buckhorn and Moosic. Jennifer contacted Harry Morgan at CareerLink and put him in touch with the Geisinger recruiter for further action.

She is actively working with the marketing team at North Shore Railroad and the Joint Rail Authority on establishing new business opportunities for rail.

Several site tours were done in March on properties that may be developed in both Montour and Columbia Counties. Details will be presented in executive session.

Updates on the DRIVE website are now in the hands of Pinpoint Strategies. The goal is to get the site up as soon as possible. There was some discussion about the rollout of the new website and whether or not it should be done with some amount of fanfare. A social media presence will be established simultaneously.

Teri asked whether or not the goal was to market the site internally or externally. Susan suggested using the communications plan developed by Jess Runkle as a starting point. Jennifer agreed to take a look at that and determine a best course of action.

Susan also suggested an annual event could be held for DRIVE stakeholders as well as the larger business community in the two counties.

DRIVE received membership renewals from The Columbia-Montour Chamber of Commerce, The Columbia-Montour Visitor's Bureau and the Danville Business Alliance. *A motion was made by Matt and seconded by Trevor to join all three organizations. Motion carried.*

Jennifer brought up the need for more clarity regarding business investments if DRIVE is going to seek support from other businesses in the region. After some discussion, it was agreed that she would provide suggestions for levels of investment based on examples from other organizations.

Jennifer requested permission to post the job description for a part-time administrative assistant. The rate is \$10 per hour with a maximum of 20 hours per week. Susan asked for guidance as to what the Executive Director wanted in a candidate so that the board could be informed when it did the hiring. Lance said the Executive Director should be able to do the hiring without the board intervening.

A motion was made by Lance to authorize the Executive Director to hire the candidate of her choosing for the administrative assistant position. It was seconded by Al. Motion carried.

Teri asked about the meetings required as part of the PREP funding. Both Susan and Jennifer reported that the DRIVE funds are not contingent upon engaging in specific meetings. The Executive Director would like board input on which businesses in both Columbia and Montour Counties would benefit from a face-to-face meeting. The goal is to establish what each business may need in terms of workforce development, suppliers or customers. Greg said DRIVE should be focused on finding business opportunities that we can support.

Old Business: Jennifer suggested changing the current committee structure to better serve the needs of the organization. Currently, there are Governance, External, and Internal committees. She suggested returning to the original setup with an Executive Committee, Finance Committee, and Nominating Committee. Any other committees that may be needed for projects can be set up as ad hoc committees by the executive director. Doc will chair the Executive, Matt the Finance, and Lance the Nominating Committee. Assignments will be discussed by the committee chairs and emailed out prior to the next board meeting.

New Business: DRIVE has four seats on the Focus Central PA board. Marty Walzer's seat remains unfilled and Fred Gaffney is stepping down. There was discussion about how best to find nominees for the open seats. Jennifer will email both the Alliance and GDAIDC for suggestions from them and will bring that information to the board in May. DRIVE will then make the decision about who will take the four seats.

DRIVE/Alliance board...Lance reported that there is significant overlap between the two boards. Alliance is trying to make their board smaller, but has concern about the number of DRIVE members on its board. There was a suggestion to allow it to develop over time as the Alliance board members change or to let the Alliance bring it up at their meeting for discussion on their end.

Trevor suggested DRIVE join the Greater Susquehanna Valley Chamber of Commerce in addition to the other organizations already approved. *A motion was made by Trevor and seconded by Harold to increase the membership dues budget by \$300 to allow DRIVE to join GSVCC. Motion carried.*

Nominating committee: Lance reported that Dave would like the new BU president to fill his seat on the board. Teri suggested her seat could potentially be filled by her replacement at PPL, but she would hold off on resigning for the moment.

President's Report: John discussed the importance for executive sessions for the board to be informed on confidential matters related to DRIVE projects. His goal is for the board to be fully informed as to the on-going activity that cannot yet be made public.

Trevor cited *Smith v. Township of Richmond, 623 Pa. 209,223 (Pa.2013)* which states that closed gatherings may also be held "solely for the purpose of collecting information or educating members about an issue."

Teri referenced the Sunshine Law statute and asked whether or not the solicitor should be asked to weigh in on the issue. Trevor said the statute is vague, but the case law is not. John said he wants to do what is in the best interest of the organization. Jennifer will email Karen Hackman and ask, specifically, if detailed report on projects is an acceptable use of the executive session.

Executive session was called at 9:10 for the Executive Director could share details about potential projects with the board. Guests were excused.

Regular meeting resumed at 9:30 a.m. No further action was taken. The meeting was adjourned at 9:31 a.m. The next meeting will be held on May 3 at the DRIVE office at 8 a.m.

Respectfully submitted by J. Wakeman on behalf of Teri MacBride, Secretary