

**DRIVE Board Meeting Minutes**  
**August 2, 2017**

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

**Guests Present:** Ken Holdren (Montour County commissioner), Rich Ridgway (Columbia County commissioner), Bob Snyder (MCIDA), Eileen Chapman (Agape), Oren Helbok (Exchange arts organization), 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 8:03 a.m.

**Minutes:** The minutes from July 5, 2017 were accepted without correction. *Motion by Matt and seconded by Harold. Motion carried.*

**Treasurer's Report:** Matt reviewed the July financial reports. The Profit-Loss sheet shows net income of \$95,162. Income (contributions) totaled \$122,500 for the month. Expenses totaled \$27,338 – including salaries and rent, which are both paid on a quarterly basis. The July balance sheet shows total liabilities and equity of \$321,325.70. The budget report is being done with a new format, and is titled "Profit & Loss Budget vs. Actual." It shows expenses to date in this of \$61,933, compared with \$136,377 that was budgeted for Jan-Dec, 2017.

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

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

- Met with PREP partners yesterday, as well as a representative from DCED. The meeting focused on budget projections and developing new PREP guidelines. There could be new opportunities for grant, loan dollars.
- Met with Fred Kluck, director of Ben Franklin technology center in Bloomsburg. Learned that there is some money available through them for tech upgrades.
- Attended tour of Metso facility, along with several board members. They found it to be impressive. Jen is awaiting an initial response to the DRIVE proposal, and will call a meeting when she does.
- Attended tour of SEKISUI plant. The company officials said any board member is welcome to come for a tour.
- Met with representatives of Career Link.
- The new medical marijuana company will be holding a public forum in September as well as a career fair.
- Will be attending a meeting with Senator Casey, on the topic of economic development, in September.
- Received a written proposal from the Natural Gas Cooperative about the costs and terms for DRIVE to hire their expertise directly instead of having both counties become members. Trevor said the proposal shows even higher costs, and said we should request additional information and look at all options before doing anything.

**Board President Report:** Dr. DeFinnis

- The board will need to start the nominating process to replace the retired board members, David Soltz and Teri Macbride.
- Two other board members, Dr. DeFinnis and Harold, are nearing the end of their term limits. It is possible they could serve another term; however it was pointed out that we should stagger the terms so we don't have 6 positions free at the same time.
- A process needs to be developed to establish performance benchmarks for Jennifer Wakeman. This should be put in place by the end of this year.

## Strategic Planning

- Jen requested any additional feedback on the Strategic Plan draft. Nothing additional was shared, and she asked for a vote to adopt it. *Trevor made the motion to adopt the Strategic Plan, and Lance seconded it. Passed unanimously.*

## New Business:

- Oren Helbok, executive director of The Exchange presented an overview of the arts organization and its plans to apply for a grant from the National Endowment for the Arts and its “Our Town” program. This would be a project to create murals in all area towns, and to develop a brand, possibly “Heart of PA.” (Instead of calling the area Columbia-Montour county). They will need government partners to apply for the grant.
- Eileen Chapman, executive director of Agape, gave an overview of their programs and services and said they badly need a larger building (current location is 18,000 square ft. Their budget has gone from \$100,000 per year in 2012 to over \$1million this year. In addition to offices, they need more space to store food, furniture, and other donated items. She spoke about the program they offer for low-income people to learn how to become self-sufficient, and noted that transportation is a major barrier to employment.

**Next Meeting:** The DRIVE board meets again on Wednesday, September 6 at 8 a.m.

The meeting adjourned at 9:30 a.m.

Minutes compiled by Deirdre Galvin, DRIVE Administrative Assistant – [info@driveindustry.com](mailto:info@driveindustry.com)