

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

**GUESTS PRESENT:** Karen Hackman (attorney), Bob Snyder, Aidan McDonald (intern), Mike Molesevich (environmental consultant), Karen Blackledge

The meeting was held at 17 Woodbine Lane, Suite 103, Danville and called to order by Dr. John DeFinnis, board chairman, at 8:04 a.m. He introduced newly appointed DRIVE board member Denny Hummer, who told the board he lives in Danville and works for Bucknell University in their technology incubator. His family has owned a farm in Riverside for 130 years.

**EXECUTIVE SESSION:** The chair called an Executive Session, for the purpose of discussing a potential real estate transaction. The regular meeting resumed at 9:20 a.m.

**MINUTES:** Motion by Harold Hurst to accept the November minutes without correction. Al seconded the motion, which carried unanimously.

**TREASURER'S REPORT:**

Matt Prosseda presented the Treasurer's Report. There was no Income in November, and expenses included salaries, payroll expenses, insurance, rent, and legal services. Trevor Finn made a motion to approve the November financial report, with the second from Lance Diehl. Carried unanimously.

**2018 BUDGET REVIEW:**

Matt Prosseda gave an overview of the proposed budget for 2018 and presented it for a vote. He noted that we are currently under-budget for 2017. Total projected income for 2018 is \$168,887 and projected expenses are \$144,137. Lance Diehl made a motion to approve the 2018 DRIVE budget, with the second from Harold Hurst. Motion carried unanimously.

**NEW BUSINESS:**

Matt Prosseda requested board approval for Brewer & Company to complete DRIVE's annual financial review/report. The cost will be \$1,225, an increase of \$25 over last year. Harold Hurst made a motion to approve this expense, with the second from Susan McGarry. Carried unanimously.

**EXECUTIVE DIRECTOR REPORT:** Jennifer Wakeman noted the following activities that occurred during November:

- Tour of GTI facility – it is opening in December
- PREP Partner meeting – taking part in new program called ENGAGE and with SEDA-COG re: DCED funding.
- Natural gas service in Washingtonville – will provide an update In January.
- Former Windsor Foods plant activity – continuing to work with interested party/international company.
- Rural broadband project – working on potential funding for under-served areas.
- Joint Legislative Breakfast with the Chambers
- Spoke to Columbia-Montour Chamber of Commerce board

**OLD BUSINESS:**

- Karen Hackman – At the annual meeting in February she will present options for establishing a more formal relationship between DRIVE, Alliance, and GDAIDC.
- Paul Page has requested a written proposal on CCIDA contracting with DRIVE for staff services. The board previously recommended \$2500 for basic services including meeting preparation, correspondence, and financial record keeping and reporting. Jennifer suggested allowing projects beyond this scope to be negotiated separately from the annual administrative contract. Harold Hurst made a motion for the board to authorize Jennifer to submit a proposal to this effect. Al Neuner seconded the motion. Carried unanimously.
- The Executive Committee needs a secretary to serve until the annual meeting in February. Lance Diehl made a motion to appoint Denny Hummer as secretary until a vote is taken Feb. 7, with a second from Harold Hurst. Carried unanimously.
- Greg Cole stated that the property committee will continue to meet.

Meeting adjourned at 9:45 a.m.

**Next Meeting:** The DRIVE board meets again on **January 3, 2018 at 8 a.m.** Regular board meetings will continue to be held the first Wednesday of the month at 8 a.m. However, the February 7, 2018 Annual Meeting will start at 9 a.m. at Rolling Pines.

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