

MEMBERS PRESENT: Greg Cole, Dr. John DeFinnis, Trevor Finn, Denny Hummer, Harold Hurst, Al Neuner.

MEMBERS PRESENT TELEPHONICALLY: Lance Diehl, Dan Knorr, Susan McGarry, Matt Prosseda, Chris Young, , Jennifer Wakeman (Executive Director).

GUESTS PRESENT: Karen Hackman (Solicitor, on telephone), Bob Snyder, Aidan McDonald (Intern)

The meeting was called to order by Dr. John DeFinnis, board chairman, at 9:03 a.m.

MINUTES:

- January 3 Regular Board Meeting: Motion by Trevor Finn to accept the January 3 minutes without correction. Harold Hurst seconded the motion; carried unanimously.

ELECTION OF OFFICERS:

Lance Diehl delivered the report of the nominating committee, which recommended DRIVE reelect the existing slate of officer as follows: Chair, Dr. DeFinnis; Vice Chair, Greg Cole; Treasurer Matt Prosseda; Secretary Denny Hummer. The board discussed the merits of current continuity vs. forward continuity and the possibility of changing board officers. Karen Hackman suggested the nominating committee meet again to discuss any potential changes at a later date. Lance Diehl made a motion to approve the reelection of the current slate of officers for the time being, with the second from Harold Hurst. Carried unanimously.

SOLICITOR'S REPORT:

Karen Hackman (Solicitor) presented a draft of an agreement with GDAIDC. The board discussed the document and the matter was tabled.

EXECUTIVE SESSION: At 9:56 am the chair called an Executive Session, for the purpose of discussing personnel. The regular meeting resumed at 10:10 a.m. Matt Prosseda made a motion to approve a new job description as presented and move to hire a person to fill that position. Al Neuner asked to amend the motion to say that we start the hiring process (because the process includes the county, etc). Trevor Finn amended the motion to eliminate the existing part time position. Harold Hurst seconded the motion. Carried Unanimously.

TREASURER'S REPORT:

Matt Prosseda presented the Treasurer's report. The Balance Sheet as of February 1, 2018 shows assets \$232,971.80 and no current liabilities. On the Profit and Loss YTD sheet, Matt pointed out the \$200,000 GDAIDC contribution and railroad street rental income of \$5,353.84 from Metso Minerals. Expenses were \$9,712.29 and YTD net income of \$195,641.55. Matt informed the board that fixed assets have not yet been booked, but will reflect a corresponding increase in equity. The \$428,440 total for land, buildings, and real estate taxes will appear on the balance sheet in March.

Harold Hurst made a motion to approve the Treasurer's Report, with the second from Al Neuner. Carried unanimously.

The board considered a resolution to authorize the executive director and designated staff to have online access to First Keystone Accounts to increase operational efficiency.

Trevor Finn made a motion to approve the resolution for online access to First Keystone Accounts, with a second from Al Neuner. Carried unanimously.

EXECUTIVE DIRECTOR'S REPORT: Jennifer Wakeman noted the following activities and announcements for January:

- DRIVE has begun providing administrative services for the Columbia Alliance for Economic Growth
- Brewer and Company is currently conducting audits of DRIVE and the Columbia Alliance for Economic Growth
- Attended the Next Generation Manufacturing Launch
- Discussed upgrading the Railroad Street access to natural gas with UGI
- The cleanup and removal of Metso minerals property is on schedule. The executive director will tour the property tomorrow to verify removal status.
- DRIVE has received a number of inquiries related to the 350 Railroad Street property and have begun to discuss the property with potential purchasers/lessees.
- All lots at 350 Railroad Street have been listed on Zoom Prospector and can be viewed on site selection searches as well as the Focus Central PA and DRIVE websites.
- The Executive Director set out DRIVE's goals for 2018.

PRESIDENT'S REPORT:

The chair informed the board that the President's report will now be known as the executive committee report, to be delivered by the chair of the board. He also reported the executive

committee will now meet the week before each board meeting to improve operational efficiency. Dr. DeFinnis thanked the board for their service over the past year and gave special thanks to Dean Girton and Bob Snyder for their efforts to support regional economic growth this year.

The executive committee informed the Board that they recommend a 4 percent (\$3,000) raise for the Executive Director, Jennifer Wakeman from \$75,000 to \$78,000. Motion by Trevor Finn made a motion to approve the 4 percent (\$3,000) raise for Jennifer Wakeman. Harold Hurst seconded the motion; carried unanimously.

OLD BUSINESS:

The board discussed the updated Master Service Agreement for providing administrative services to the Columbia Alliance for Economic Growth. The update reflected minor changes requested and approved by the Alliance including the expectation that DRIVE facilitate the business park association and the term of the agreement to expire 12/31/18. Trevor Finn made a motion to approve the Mater Service Agreement. Harold Hurst seconded the motion; carried unanimously.

NEW BUSINESS:

There was no new business for discussion.

The meeting Adjourned at 10:41 a.m.

NEXT MEETING: The DRIVE Board meets again on **March 7, 2018 @ 8 a.m.** at the DRIVE office.

Respectfully Submitted,

Dennis Hummer, Secretary