



## Meeting Minutes for August 3, 2016

Attending: Board members Greg Cole, John DeFinnis, Lance Diehl, Harold Hurst, Teri MacBride, Susan McGarry, Chris Young, and Executive Director Jess Runkle.

Absent: Trevor Finn, Matt Prosseda, and David Soltz.

The meeting was held at 114 Woodbine Lane, Suite 103, Danville and called to order by Chairman John DeFinnis at 8:07 AM. The chair welcomed everyone and recognized the guests in attendance, Fred Gaffney, Commissioner Rich Ridgway, and Bob Snyder.

### Minutes:

*The minutes of July 6, 2016 were approved without correction by motion of Teri and seconded by Harold. Motion carried.*

### Treasurer's Report & Budget:

The Treasurer's report through June 30, 2016 was distributed and reviewed. The report shows receipts and expenditures with an available balance of \$107,924.15. Jess sent the invoices for 2016/17 (YEAR 2) funds have been sent to past sponsors. Jess reviewed the year to date budget comparison through June 30, 2016 and addressed line items that were over budget.

*A motion to approve the Treasurer's report as presented was made by Susan and seconded by Greg. Motion carried.*

Lance asked why there are no expenditures in the 'cell phone' line item. Jess explained she uses her personal cell phone. Discussion followed.

*A motion to create a policy which would give the option to reimburse eligible employees \$30/month for a 'bring your own device' cell phone was made by Lance and seconded by Teri. Motion carried.*

### Executive Director's Report:

Jess presented her monthly report. She's been out, making introductions, and new connections. She collected 45 new commercial properties for her site inventory. Teri questioned the parameters for property information collected. Following discussion, it was agreed that Jess should focus on collecting properties  $\geq 10,000+$  square feet and not less than three acres unless there is something unique about the property. Teri mentioned that there was software that could turn the excel property sheets into a nicely formatted PDF, like FOCUS uses. It was also agreed that Jess should keep the Focus property listings current, seek out experts that can update her as properties change, and not maintain a static database of listings for the DRIVE website. Teri said that prospects seeking smaller properties should be



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connected to other allies such as Jim Wilson at Danville Business Alliance, Downtown Bloomsburg, Inc. etc.

In July, Jess responded to one request for information [RFI's] through FOCUS.

Jess updated the board on the website's progress and stated it is on-track for board review at the next meeting. Commissioner Young inquired about the FOCUS link and whether or not it would only show Columbia/Montour properties. Jess agreed to clarify this with Lauren Bryson. Jess obtained a zoning permit and is working with Al Neuner on a large sign for DRIVE's office 'front'.

Jess met with Otto Kurecian, of the Columbia Montour Visitors Bureau to discuss how DRIVE can help promote business travel. Otto suggested simply educating employers about the 'dead season' (Nov-April) and suggesting seminars/trainings, etc. be held during that time. Jess will add this information to her next round of PREP interviews.

#### New Business:

Jess presented the Requests for Information (RFI) received and pointed to the gap between what is sought and what is presently on the market in Columbia and Montour Counties. There is a lack of available warehouse space, natural gas service capacities, and affordable fiber connections. Teri offered to connect Jess with Al Quimby of PenTeleData, to help prospects with their internet connection requirements. Jess asked how to better target small to medium sized companies that better match the area's current inventory. Teri said that small projects are the sweet spot that what every economic development group in the United States wants, that we are not alone and these are elusive projects.

Bob Snyder suggested Jess review zoning maps for opportunities to identify land that would be conducive for development. Commissioner Young asked Jess about meeting with township supervisors. Jess said she had been primarily focusing on zoning officers. Commissioner Young recommended that Jess begin to seek out township supervisors in areas with the most immediate development opportunities. Teri suggested DRIVE participate in Local Elected Official Conventions including the October 12<sup>th</sup> Columbia County Township Officials and October 20<sup>th</sup> Montour County Township Officials annual meetings. Lance suggested Jess request a spot on the agenda, to address the groups. Teri also suggested placing DRIVE ads in the convention booklets at very little cost (~\$60-\$100/ea).

*A motion to place advertisements in both (Columbia & Montour) Township Officials' annual meeting programs, not to exceed \$100/ea was made by Harold and seconded by Lance. Motion carried.*

#### President's Report:



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There was discussion of DRIVE taking over administrative services to the CCIDA effective January 2017. Jess stated administrative support would be required to provide good service and it was agreed Jess it's time to hire that support, as soon as September. Dr. DeFinnis questioned the best way to ensure a smooth transition and how to navigate some of the politics and lay the groundwork. Commissioner Young stated the Columbia County Commissioners would facilitate this transition. The executive committee will work with Jess to accomplish hiring the best suited individual.

Dr. DeFinnis asked if DRIVE ever got a fire-proof filing cabinet. Teri said PPL could not locate one that was available for donation. Dr. DeFinnis he would work on it and Jess said she could reach out to Al Neuner.

Dr. DeFinnis stated he believes it's time to conduct both board and executive director evaluations and displayed the forms he is considering be completed before year end.

#### Adjournment:

The next meeting will be held on Wednesday September 7<sup>th</sup> at 8 AM, at the same location.

The meeting adjourned at 9:17 AM.

Submitted by Teri MacBride, Secretary