

DRIVE, An Economic Development Council of Governments

Meeting Minutes for the August 5th 2015 Meeting

Attending: John DeFinnis, Chris Young, Trevor Finn, Lance Diehl, Susan McGarry, Harold Hurst, Al Neuner, Greg Cole, David Soltz

Not in Attendance: Teri MacBride, Matt Prosseda

The meeting was called to order by Chairman John DeFinnis who welcomed the guest in attendance and asked for them to introduce themselves.

Guest in Attendance: Bob Snyder, Fred Gaffney, Ken Holdren

The minutes were approved as written with a motion by Harold, second by David and all approved.

Matt was not present so a brief treasurers report was given. It was noted that contributions from CMVB, BU, First Keystone and First Columbia were received. A check was cut in the amount of \$163 to the Attorney Hackman's office.

Recruitment committee update: We are able to track the "hits" on the drive industry site which was circulated for review. It was also noted at the time there were 6 resumes submitted with some potential. Resumes were circulated but not discussed due to guest present in the room. There was discussion if we would require candidates to do a brief presentation/sales pitch as part of their interview and Greg noted he could share attributes information with the group. This will be sent to the committee for their review prior to the next meeting. The review matrix was discussed and prioritized with weights given to each category. Susan will update the excel file with the weights and distribute for all to use when reviewing the resumes. Trevor will group the resumes and send in batches to streamline the review process. Ranking should be completed and returned to Trevor by August 28th.

Insurance update: We have received 2 quotes however there are questions pertaining to what exact coverage we need. Dr. Definnis was going to reach out to the Solicitor for her recommendation and it was tabled at this time.

Office Remodeling: Trevor will get in touch with GHP as to furniture needs. Trevor also noted that a new sign will be installed along Woodbine and he has requested that DRIVE be on the sign.

The formal engagement letter for Attorney Hackman was review and a motion was made by Lance, second by Chris and all approved.

Next meeting September 2nd, at 8am, same location.

Meeting Adjourned by Chairman

Submitted, Susan McGarry acting as secretary