

**DRIVE, An Economic Development Council of Governments**

**Meeting Minutes for March 2, 2016**

Attending: Board members Greg Cole, John DeFinnis, Lance Diehl, Trevor Finn, Teri MacBride, Susan McGarry, Matt Prosseda, Chris Young, and Executive Director Jess Runkle.

Absent: Solicitor Karen Hackman, Harold Hurst, Al Neuner, David Soltz.

The meeting was held at 114 Woodbine Lane, Suite 103, Danville and called to order by Chairman John DeFinnis at 8:06 AM. The chair welcomed everyone and recognized the guests in attendance, Fred Gaffney, Dean Girton, Dan Hartman, and Ken Holdren.

Minutes:

*The minutes of February 3, 2016 were approved without correction by motion of Susan and seconded by Matt. Motion carried.*

Treasurer's Report & Budget:

The Treasurer's report through January 31, 2016 was distributed by Matt. The report shows receipts and expenditures with an available balance of \$138,187.80.

A year end (as of December 31<sup>st</sup>) report was also distributed with all income and expenditures through 2015 – available balance as of December 31, 2015 - \$154,197.32.

Payroll will be billed quarterly from Montour County.

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

Executive Director's Report:

Jess reviewed her monthly report. She's been out, making introductions, new connections, and going on facility tours. She needs some administrative items to better operate but there's been progress – Teri and Lance will work with Jess to address phone system. Jess mentioned that there will be some updates to the current DRIVE website as a placeholder until things progress. She also noted that all the PREP administrative paperwork has been filed.

Trevor offered support/contacts at Metso Minerals. Ken Holdren offered to assist with Geisinger connections/contacts.

Update and Interact with Original Task Force Members:

Discussion about strategic planning and where DRIVE is going in the future. Matt mentioned streamlining the process for a business to open. Fred Gaffney recognized that it would be ideal to regionalize planning, zoning, building code, etc. Trevor emphasized connections between developing the workforce and economic opportunities.

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Old Business:

Logo – The branding task force and executive committee previously agreed to work with Pin Point Strategies of Bloomsburg for DRIVE’s logo. A write up and a few sketches will be reviewed by the branding task force Wednesday March 9<sup>th</sup>. Further review will take place on Friday March 18<sup>th</sup>.

Quarterly Goals – Doc reviewed the goals and continues to seek input from board members for additional goals and adjustments where needed.

Open House – There was discussion of the invitation list. Superintendents and top employers for each County were added. Greg’s wife, Sandy is an amateur caterer and will be meeting with Jess to discuss menu and budget. The Open House is scheduled for April 14<sup>th</sup> from 4-6PM.

New Business:

Jess asked the board to begin the process to hire an Executive Assistant for a maximum of 20 hours per week. Jess will meet with Holly Brandon, Montour County Chief Clerk to further discuss job description and make a specific proposal soon.

Matt and Lance reviewed a Financial Policy created by Jess that will be presented for review at a later meeting.

Greg suggested setting up a tour of local, regional assets for DRIVE board members.

Trevor highlighted an upcoming meeting: April 12, 2016 at 6:00PM at the First Baptist Church, there will be a meeting to further discuss the intersection at the Route 54 and Route 642.

Adjournment:

The next meeting will be held on Wednesday, April 6<sup>th</sup> at 8am, at the same location.

The meeting adjourned at 9:01 AM.

Submitted by Teri MacBride, Secretary.