



Meeting Minutes for May 4, 2016

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

Absent: Solicitor Karen Hackman, Matt Prosseda, 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 of the Columbia-Montour Chamber of Commerce.

Minutes:

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

Treasurer's Report & Budget:

The Treasurer's report through March 31, 2016 was distributed by Jess after review by Matt. The report shows receipts and expenditures with an available balance of \$135,711.67.

A motion to approve the Treasurer's report as presented was made by Lance and seconded by Harold. Motion carried.

Harold questioned when DRIVE would be seeking funding for 2017. This will be discussed further in the upcoming Internal Affairs Committee meeting.

Executive Director's Report:

Jess reviewed her monthly report. She's been out, making introductions, new connections, and going on facility tours. She then addressed the need for beginning the strategic planning process. She has been coordinating with Dr. Heather Feldhaus, of Bloomsburg University to set up a time to discuss the strategic planning process with the Internal Affairs Committee first. The Board discussed agreed it's time to begin the strategic planning process.

Jess noted a few of the upcoming site/facility tours:

- Talen Energy, Washingtonville – rescheduling
- Big Heart Pet Food Brands – in discussion
- Sekisui – waiting for Ronn Court to return to US
- PA CareerLink Facilities (Sunbury & Bloomsburg) – Friday June 3rd



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Old Business:

Quarterly Goals – Doc reviewed the goals and Teri said in her opinion, the website should be a high priority focus. Upcoming goals are: strategic planning, branding/signage, website design, marketing strategy, site database update, and ‘welcome’ packets for prospective businesses.

Open House – Was a success. Many people questioned when there would be another Open House.

Executive Assistant – Teri asked for consideration of using a Temp Agency that would allow DRIVE to get a good feel of the candidate before committing to hiring. Greg also noted the possibility of using Bloomsburg University students. This topic was deferred to further discussion at the Internal Affairs Committee meeting and may be postponed until after strategic planning is complete. Jess will forward calls and create an “out of office” message while away.

Conflict of Interest & Statement of Financial Interest Forms – These forms are to be completed by all board members as soon as possible. Commissioner Finn will check on any issues associated with his role as Montour County Commissioner representative and being the ‘landlord’ and employer of record.

Familiarization of Assets Tour “Fam Tour” – Jess is compiling a list of sites in both Columbia and Montour Counties that the Board should be familiar with for promotional/networking purposes. Jess will then work with FOCUS and the County Commissioners to coordinate. The tour may be in Fall as summer is often a hard time for everyone to get together.

Fireproof Safe – Teri will ask PPL for an available safe.

New Business:

Committee Designations – Jess found an article in *Blue Avocado Magazine*, which states that boards should only have three committees: Internal Affairs, External Affairs and Governance. Greg recommended streamlining our structure to fewer committees because of Board size. The Internal Affairs and Governance Committees will be combined. The committees will meet outside of regularly scheduled board meetings to discuss topics in detail, recommendations will then be brought to the board for final decisions. It was noted that the Board does not want an inordinate amount of the executive director’s time devoted to internal, organizational matters.

Internal Affairs Committee Members:

- John DeFinnis
- Greg Cole
- Teri MacBride
- Matt Prosseda

External Affairs Committee Members:

- Lance Diehl
- Susan McGarry
- Al Neuner
- Trevor Finn



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Harold Hurst

Chris Young

David Soltz

Adjournment:

The next meeting will be held on Wednesday, June 1st at 8 AM, at the same location.

The meeting adjourned at 9:04 AM.

Submitted by Teri MacBride, Secretary.

