

DRIVE, An Economic Development Council of Governments

Meeting Minutes for the October 7, 2015 Meeting

Attending: Board members Greg Cole, John DeFinnis, Trevor Finn, Harold Hurst, Teri MacBride, Susan McGarry, Matt Prosseda, David Soltz, Chris Young and solicitor Karen Hackman

Members not in Attendance: Lance Diehl and Al Neuner

The meeting was called to order by Chairman John DeFinnis at 8:07am. The chair welcomed the guests in attendance and recognized Fred Gaffney and Bob Snyder.

Minutes:

The minutes of September 2, 2015 were approved with a correction to add Karen Hackman, solicitor as present. The motion was made by Harold and seconded by Matt.

Treasurer's Report:

Matt presented a financial report showing receipts and expenditures with an available balance of \$86,247.05. There was discussion that GDAIDC payment had been expected. Greg, Harold and Teri agreed to check with the GDAIDC treasurer. Harold moved to accept the report and Susan seconded the motion, which carried.

Old Business:

Insurance – Matt presented a memo outlining the bids received for D&O and General Liability Insurance. A review indicated that Arndt Insurance was the low bidder for a comparable set of coverages. By motion by Greg and seconded by Dave, payment was approved: \$1,980.00 to Arndt Insurance to bind both coverages. Note that Matt abstained from the vote.

Office Update – Construction has been steady and Trevor reported he will touch base with Al regarding a Geisinger furniture donation.

Logo Update – Discussion centered on when to initiate a logo selection i.e. before or after staff is hired, which local firms are qualified and ensuring a minimum of three bids were competitively secured. Susan agreed to take the lead with drafting a Request for Proposal.

Recruitment Committee Report:

John explained that the several interviews were held during a continuation of the Executive Session at Rolling Hills Golf Course meeting room from 4-7:50PM on September 24th with 7 members present (DeFinnis, Diehl, Finn, Hurst, MacBride, McGarry and Young). A full discussion will be held later in the meeting during an Executive Session.

New Business:

Trevor reported and the group discussed the advantages of perhaps turning the Montour contribution to a cash-based support, similar to other sponsoring organizations. DRIVE staff could be employee(s) of Montour County working under a contract with DRIVE. Karen will work with Montour County solicitor Bob Marks to sort through the structure and make a recommendation to the board. The budget should be adjusted to reflect a cash contribution.

Executive Session:

At 8:27 AM, the chair called for an executive session to discuss personnel matters, specifically the hiring of an executive director, and announced there would be no further business conducted following the executive session. Guests were excused. The executive session was terminated at 9:15AM and the public meeting resumed.

The next meeting will be held on November 4th at 8am, at the same location. John will be absent and the vice-chair will preside.

The meeting adjourned at 9:20AM.

Submitted by Teri MacBride, secretary