

**DRIVE Board Meeting Minutes**  
**September 6, 2017**

**Members Present:** Greg Cole, Dr. John DeFinnis, Lance Diehl, Trevor Finn, Harold Hurst, Susan McGarry, Al Neuner, Matt Prosseda, Jennifer Wakeman (Executive Director), Chris Young.

**Guests Present:** Dan Knorr (filling in for BU President); Rich Ridgway (Columbia County commissioner), Karen Blackledge (Danville News).

The meeting was held at 17 Woodbine Lane (formerly 114), Suite 103, Danville and called to order by Dr. John DeFinnis, board chairman, at 8:05 a.m.

**Minutes:** The minutes from August 2, 2017 were accepted without correction. *Motion by Matt and seconded by Harold. Motion carried.*

**Treasurer's Report:** Matt reviewed the July financial reports. He reviewed the Balance Sheet, which shows total assets of \$331,060.65, including liabilities and equity. He called attention to the Profit & Loss YTD Comparison, showing net income of \$108,390.79 and expenses of \$62,450.73 to date. He said the Budget sheet shows spending is within projections and leaves room to spend for the remainder of the year. *A motion to approve the Treasurer's report was made by Harold, seconded by Al. Motion carried.*

**Executive Director Report:** Jennifer presented a report on activities in August, including the following (full report was emailed prior to the meeting):

- PREP Funding – Columbia County commissioners have voted to allocate the full amount of its PREP funds (\$9,891) to DRIVE. Previously, the amount was split between BIDA and DRIVE. The money will cover the cost of Focus Central PA membership for the county, and reimburse DRIVE for business outreach.
- DRIVE will be featured in the November issue of Business in Focus magazine. Some of the interview will relate to the potential impact of the cracker plant in Butler County. The article goes to 400,000 subscribers, is available online, and we will be provided a pdf copy to use in our marketing materials.
- Attended PEDA regional meeting in State College. Found it informative and a good opportunity to discuss the challenges facing EDCs and get ideas from others.
- Attended rural broadband forum in State College, and roundtable meeting with Sen. Casey
- Continuing to work with Career Link on establishing a pipeline for workforce education and development.

**New Business:**

- Meeting minutes are now being placed on the website once approved. Access them by going to the "About Us" dropdown menu.
- Dr. DeFinnis requests additional copies of the documents for board meetings, such as financial reports.
- Insurance renewals are coming up and these need to be voted on. *Susan made a motion to approve the renewals, with the second from Al. Motion carried.*
- On Oct. 3, board members are invited to a tour of the SEKISUI plant in Bloomsburg. A tour of the USG plant will be announced soon.
- DRIVE's new address is 17 Woodbine Lane. The Suite is still 103. A sign is being requested for out front.
- Jennifer requested approval to go over budget for her to attend a 4-day course on PA economic development in Lancaster December 4-7. Estimated cost is \$1,000 with \$600 for the course registration and the remainder for meals and lodging. *Lance made a motion to accept this request, with the second from Matt. Motion carried.*
- Montour County is requesting paid assistance from DRIVE on a feasibility study related to county office usage pending approval by the commissioners. *Susan made a motion to approve DRIVE's work on this project, with the second from Chris. Motion carried.*

**Next Meeting:** The DRIVE board meets again on October 4 at 8 a.m.

An Executive Session followed the general meeting. It was adjourned at 9:08 a.m.

Minutes compiled by Deirdre Galvin, DRIVE Administrative Assistant – [info@driveindustry.com](mailto:info@driveindustry.com)