

DRIVE, An Economic Development Council of Governments

Meeting Minutes for February 3, 2016

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

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 guest in attendance, Fred Gaffney.

Minutes:

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

Treasurer's Report & Budget:

The Treasurer's report will be distributed by Matt at the next meeting.

2016 Budget – A revised 3-year draft budget as drafted by a committee of Matt, Lance, Harold and Jess. DRIVE will gain “actual” experience with budgeting as it functions over time. The budget was presented and discussed by Matt. Cost quotes, current and projected revenues indicate a residual “net income” will accrue. The 2016 revenues are projected to be \$173,000 and expenses \$161,600.

A motion to adopt the February 2, 2016 revised budget as presented was made by Lance and seconded by Dave. Motion carried.

Executive Director's Report:

Jess circulated some reports of her first, busy month on the job. She's been out, making introductions and new connections. She needs some administrative items to better operate but there's been progress. She and John asked the board to review her draft goals and respond quickly with input, because this will remain a priority. There was discussion of how Jess should approach the development of the DRIVE website. Susan will chair a Branding Taskforce to support this effort. Al agreed to serve.

Old Business:

Contract for Montour County services – The contract for Montour County services as presented and the term was discussed.

A motion for the solicitor to prepare an addendum so that the term of the contract for services was the same as the articles of agreement between the counties was made by Lance and seconded by Greg. Motion carried.

A motion to authorize the officers to sign the contract for services with the change in the previous motion was made by Matt and seconded by Harold. Motion carried.

Open House – There was discussion of the invitation list and other details. Members with names for inclusion should send them to Jess. The tentative date and time was established as April 14th from 4-6PM.

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New Business:

Matt requested that an accountant be selected and indicated proposals had been secured with Dan Brewer making the lowest cost proposal at \$1200. Don is a respected accountant well known to several members of the Board.

A motion to engage Brewer as the accountant was made by Matt and seconded by Susan. Motion carried.

President's Report:

Strategic Planning and quarterly goals – John reported on an Executive Committee meeting with Vic Klein on January 27th. Vic has experience leading strategic planning and was very helpful to the committee. The consensus is that the original Taskforce that created DRIVE should be convened for a discussion of goals and mission. There will be a board self-evaluation in the 4th quarter of 2016 and a review of the executive director.

Solicitor's Report:

Karen recommended that the officers' terms be aligned with the terms in the Articles of Agreement:

Class A Directors terms expire in 2017 and every 3 years thereafter: John DeFinnis, Dave Soltz, Harold Hurst

Class B Directors terms expire in 2018 and every 3 years thereafter: Matt Prosseda, Lance Diehl, Greg Cole

Class C Directors terms expire in 2019 and every 3 years thereafter: Susan McGarry, Al Neuner, Teri MacBride

County or Commissioner Members: Trevor Finn & Chris Young (One per county)

A motion for the officers' terms to be established as two year terms was made by Dave and seconded by Harold. Motion carried.

At 9:20 AM Greg Cole left the meeting.

Executive Session:

At 9:26 AM, the chair called for an executive session to discuss personnel matters. He announced there would likely be further business conducted following the executive session. Guests were excused. The executive session was terminated at 9:41 AM and the public meeting resumed.

The solicitor was asked to prepare an opinion whether the executive director position is exempt or non-exempt. The executive director was asked to prepare regular time sheets.

A motion to rescind the motion directing the solicitor to create a term sheet with exemptions to the standard benefits package was made by motion of Matt and seconded by Harold. Motion carried.

At 9:45 AM Dave Soltz left the meeting.

The next meeting will be held on Wednesday, March 2nd at 8am, at the same location.

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The meeting adjourned at 9:52 AM.

Submitted by Teri MacBride, secretary