

DRIVE Board Meeting Minutes
November 1, 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: Bob Snyder; Bob Davies, Aidan McDonald, Rich Ridgeway, Dan Knorr, Karen Blackledge

The meeting was held at 17 Woodbine Lane, Suite 103, Danville and called to order by Dr. John DeFinnis, board chairman, at 8 a.m. Aidan McDonald, DRIVE intern, was introduced to the board and Jennifer complimented the amazing work he is doing in gathering data.

Executive Session: The chair called an Executive Session to last approximately 30 minutes. The regular meeting resumed at 8:38 a.m. Guests were introduced.

Minutes: The minutes from October 4, 2017 were accepted without correction. Motion by Chris Young and seconded by Matt Prosseda. Motion carried.

Treasurer's Report:

Matt presented the Treasurer's Report. Income in October included the MCIDA contribution of \$3,000 and the fee for service of \$1,000 for the Montour County building report. The Budget vs. Actual (Profit and Loss) report shows we are well under budget to date, with expenditures of \$78,959 and a budgeted amount of \$136,377. The Balance Sheet dated Oct. 26 shows total assets of \$320,607, with no liabilities.

Matt recommended that DRIVE put some of its funds into a flex spending account that will earn higher interest. The account will have a 3-year term; however one withdrawal can be made each year without penalty. Harold Hurst made a motion to transfer \$200,000 into this account as recommended. Trevor Finn seconded the motion, which carried.

Matt also reported that a draft of DRIVE's 2018 budget will be presented at the next board meeting. Dr. DeFinnis asked that all board members be invited to the budget meetings.

A motion to approve the Treasurer's report was made by Harold, seconded by Susan McGarry. Motion carried.

Old Business:

The nominating committee has met; there are two vacant seats and two seats up for renewal. Dan Knorr is being recommended to fill for the seat previously filled by David Soltz. That term expires at the end of December, but at that point Dan can be recommended for a new term. The consensus is to appoint him as one of the Montour representatives, which is allowable since the university does business in the county. It was noted that all of the current board members have a foot in both counties, through work, home, business ownership, and volunteer work. Trevor made the motion, seconded by Lance Diehl, to recommend Dan's appointment by the Montour County Commissioners. Motion carried.

A second board seat is available due to Terry MacBride's departure. Denny Hummer is recommended for that seat. He is an employee of the Bucknell University Small Business Development Center, as well as a board member with the Central PA Chamber of Commerce. Jen noted that this last connection could be beneficial for DRIVE, as they have an interest in investing capital for economic development. Although a resident of Northumberland County, Denny pays taxes on some property in Montour County. Trevor made a motion to recommend the Montour County Commissioners approve this nomination, with a second from Harold. Motion carried.

Matt made a motion to approve Harold's appointment to a second term, with the second from Trevor. Motion carried.
Trevor made a motion to approve John DeFinnis's appointment to a second term, with the second from Harold. Motion carried.

Executive Director Report: Jennifer noted that a full report was emailed with the agenda. She highlighted the fact that PREP funding has been released – the total for the central PA region is about \$800,000. The GDAIC and the Alliance were discussed during the executive session.

New Business:

- Dr. DeFinnis announced that the annual meeting is on February 7, and that he would like to provide the food and location – whether it is breakfast, lunch, or dinner. Also, he said a special meeting will be called sometime soon about the executive director evaluation.
- Bob Davies, a representative of the Good Samaritan Mission, presented an overview of the charity. It is a faith-based mission run by all volunteers and a board. Their budget is \$135,000, spent on education, crisis assistance, furniture, and food. They are in need of a new location of at least 10,000 sq. ft. and he asked the DRIVE board to keep their eyes open for opportunities.
- Rich Ridgeway, Columbia County Commissioner, described a project that could involve DRIVE. The County has a billboard that is falling apart in the area of Sawmill Rd., visible from Route 80. They are looking at the possibility of replacing it with an electronic billboard. This would be used to announce Columbia and Montour events, and would host advertising as well. Initial cost is around \$200,000, but the advertising could generate \$150,000 per year. The county would hire someone to do sales, but may need someone to oversee the project, and DRIVE is one possibility. Rich noted that 30,000 cars pass by that spot every day; surely a few want to relocate here.

Meeting adjourned at 9:25 a.m.

Next Meeting: The DRIVE board meets again on **December 13 at 8 a.m.** Please note the **date was changed** because Executive Director Jennifer Wakeman will be travelling the week of December 6.

Minutes compiled by Deirdre Galvin, DRIVE Administrative Assistant – info@driveindustry.com