



DRIVE Board Meeting Minutes

November 3, 2021

MEMBERS PRESENT: Alan Neuner, Justin Ross, Trevor Finn, Greg Cole, Lance Diehl, Jeb Stotter, Leslie Temple, Dan Knorr, Jeff Reber, Dave Park, Jennifer Wakeman, Susan McGarry, Dean Girton, Joe Kantz

MEMBERS ABSENT: Sam Schiccatano

GUESTS PRESENT: Harold Hurst, Bob Snyder, Tim Hippensteel (Project Manager), Aidan McDonald (Facilities Manager), Amanda Schell (Administrative Assistant).

The meeting was called to order by Jeb Stotter at 8:31 am.

The meeting was held via Zoom Video, attendance is reflected above.

Jeb Stotter welcomed DRIVE guests Harold Hurst and Bob Snyder.

MINUTES:

- October 6, 2021 Board Meeting: Motion by Al Neuner to accept the minutes, Trevor Finn seconded the motion; carried unanimously.

TREASURER'S REPORT:

Dan Knorr presented the Treasurer's Report. He noted that Sunbury Textile Mill is still on the P&L by Class report but will likely be removed at the end of 2021.

Jennifer Wakeman noted that moving forward, the financial reports will be for the last completed month prior to Executive Committee review.

Finance Committee met recently about the proposed 2022 budget. The draft is presented for the consideration and Board input for the month of November and will be voted on at December's Board meeting. Dan Knorr noted there were no major changes. 20% of the proceeds from property sales will be allocated to operating costs. Additionally, salary figures may be slightly adjusted after an Executive Session to discuss personnel and salaries.

Al Neuner inquired about how county dues are allocated. Wakeman clarified that though the funds for five years have been received, only 20% will be listed on the annual budget.

Motion to approve the Treasurer's Report made by Al Neuner, seconded by Leslie Temple; carried unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Jennifer Wakeman reported that October was busy with travel for conferences, continuing into November with Wakeman's attendance at the National Rural Economic Developers Association conference in Louisville, KY next week. Both Wakeman and Tim Hippensteel attended the Pennsylvania Economic Development Association's conference in October, with Wakeman joining a small group led by the Lancaster County Economic Development Company to frame a statewide strategy for economic development based on local needs/goals.

Tim Hippensteel also attended a conference for wireless internet service providers called WISPAPalooza in Nevada. Tim shared some of the topics presented at the conference and also highlighted connections he made with other rural internet providers who faced similar challenges in their endeavors, in addition to meeting with vendors affiliated with both SkyPacket and Connx.

Wakeman also moderated a panel at the Greater Susquehanna Valley Chamber's Women's Symposium held in October and looks forward to exploring connections and conversations started there.

Jennifer shared that she recently met with Governor Wolf at an event for Fresh Roasted Coffee, with multiple speakers mentioning DRIVE's work there. Additionally, Wakeman provided updates on project work, referencing shared ventures with Focus Central PA, whose Executive Director will attend a DRIVE Board meeting in early 2022 to highlight some of the work Focus has recently done.

Jennifer also completed the Talent Pipeline Management Academy with Jeff Emmanuel from the Columbia Montour Chamber Foundation in October and looks forward to collaborating with partners in workforce and education to create a regional talent pipeline for employers.

Last, Wakeman announced the hiring of a new Business Outreach Manager. Emily Gibson will join DRIVE's staff on November 22 and brings with her expertise in website design and social media.

STAFF REPORTS:

Property Committee

Aidan McDonald mentioned recent work done to the DRIVE office's side entrance, which included a new ramp and sidewalk. He reported that all offices in the StartUp Danville suite have been rented and that he'd spent much of October assisting tenant TeleVine Therapy with their expansion into a larger office space here. Additionally, the internally illuminated DRIVE sign has been installed in front of the building, complete with logo panels for DRIVE's tenants.

Aidan thanked Justin Ross and LIVIC Civil for providing landscaping plans for the area around DRIVE's office. Aidan will be moving forward with the \$14,217 project this fall, engaging Native

Creations Landscape Services to perform the work. Since this amount is less than the amount required for Board approval, Jeb Stotter recommended rescinding the motion made by Dan Knorr and seconded by Trevor Finn to issue a Request for Proposals for the project.

Motion to rescind the motion to issue a Request for Proposals to complete landscaping work per a Planting Plan from the September 1, 2021 DRIVE Board meeting made by Dan Knorr, seconded by Trevor Finn; carried unanimously.

Justin Ross inquired if the landscapers were providing a warranty on the work. Aidan McDonald replied that they were issuing a 1 year warranty.

OLD BUSINESS:

No Old Business was discussed.

NEW BUSINESS:

No New Business was discussed.

Executive Session

Board adjourned to Executive Session at 9:00am.

Board returned from Executive Session at 9:22am.

Jeb Stotter asked for any other business. Joe Kantz mentioned that preparations are being made for the upcoming Focus Central PA Industrial Development Forum to be held in March. Dan Knorr told the Board that planning has begun for a Board Retreat in January or February of 2022. He offered Bloomsburg University as a possible location. Jeb Stotter added that he'll send out a poll for Board availability.

At 9:25am, Jeb Stotter made a motion to adjourn.

NEXT MEETING: The DRIVE Board meets again on December 1st, 2021 at 8:30 a.m. at 418 Railroad Street, Danville

Respectfully Submitted,

Dean Girton, Secretary