



## DRIVE Board Meeting Minutes

November 1, 2023

**MEMBERS PRESENT:** Megan Brosious, Dave Park, Joe Kantz, Jeff Erdly, John Uehling, Jeb Stotter, Jennifer Wakeman, Trevor Finn, Leslie Temple, Sam Schiccatano

**MEMBERS ABSENT:** Justin Ross, Dan Knorr, Jeff Reber, James Pachuki, Bashar Hanna, Chris Young

### **GUESTS PRESENT:**

Tim Hippensteel (Project Manager), Amanda Craig Bradley (Business Outreach Manager), Aidan McDonald (Facilities Manager), Colleen McCollum (Administrative Assistant/Bookkeeper)

The meeting was called to order by Jeb Stotter at 8:30am.

Mr. Stotter welcomed the board and announced that the board met this past week and held a strategic planning session. No actions or votes were taken at the strategic planning. He then moved to accept the last meeting's minutes.

### **MINUTES:**

- September 6, 2023, Board Meeting: Motion by John Uehling to accept the minutes, Jeff Erdly seconded the motion; carried unanimously.

**TREASURER'S REPORT:** Jennifer Wakeman presented the Treasurer's Report for August and September. She highlighted the grant income \$125,000.00 that was received in August for the Digital Equity Position for the library, disbursements of this grant money will start in January. She moved onto receiving PREP money in August. She noted the change in P&L by class now showing Milton Land. For the September report she informs the board that Finance Committee met in October there will be a new investment policy that will be reviewed in December. She highlighted the ENGAGE/PREP money that was received and highlighted the Broadband insurance expense.

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

**EXECUTIVE DIRECTOR'S REPORT:** Presented by Jennifer Wakeman. Jennifer and Tim attended the PEDDA conference in October. Jennifer has been asked to sit on the PEDDA board starting in 2024. Jennifer talked on the Connect Humanity Grant and what the DRIVE team will be doing for that. She informed that funds would start to hit soon, the invoice for 90% of the grant funds was sent yesterday. Staff are working with the Moose to get a closing date, which should be happening soon. The staff are also working on leads for the purchase of the Sunbury Hospital land. Staff have also been working with Core design group on the asbestos abatement to be funded using RACP dollars. Jennifer thanked the Board for participating in the Strategic

Planning session. Jennifer informed the board that she will be at the NREDA conference next week.

#### **COMMITTEE REPORTS:**

**Finance Committee:** Jennifer Wakeman presented the 2024 proposed budget. She highlighted the mineral rights, staff salary and BizHub sections. Joe Kantz pointed out typo under meals section. Leslie Temple asked about GSKIZ and when does the funding for that come in? Jennifer said that it usually comes in the fall but could also be January/February. Jeb Stotter says the formal adoption of the budget will take place at the December meeting.

**Nominating Committee:** John Uehling presented candidates for the Montour County seat as well as reappointment of 3 board members. For the Montour County seat, he presented Mike Thomas of Service 1<sup>st</sup> Federal Credit Union. The 3 board members for reappointment are Jeb Stotter, Leslie Temple, and Dave Park.

Nominating Committee is making a motion to appoint Mike Thomas, Jeb Stotter, Leslie Temple, and Dave Park for a 3 year term ending February 2027.

Discussion ensued on end of term time. Jennifer Wakeman explained that historically terms have ended at the end of the year, which has created a slight issue when the annual meeting is in February of the next year not January. So going forward all appointments will start and end in February.

*Motion to approve the new candidates made by Jeff Erdly, seconded by Megan Brosious; carried unanimously.*

**OLD BUSINESS:** None

**NEW BUSINESS:** Joe Kantz shared how happy he was with the strategic planning session. Discussion ensued about how well the strategic planning went.

Jeb Stotter presented the 2024 DRIVE board meeting schedule. Jeff Erdly asks about virtual option staying for the new year. Jennifer says yes, the virtual option will stay. Jennifer asks if there are any changes that the board would want, for example the day of the month or the time. Sam Schiccatano made a motion to change the time to 9:00am.

*Motion to approve DRIVE board meeting time change for 2024 to 9:00am made by Sam Schiccatano, seconded by Dave Park; carried unanimously.*

Jeb Stotter adjourned the meeting at 9:07 am.

**NEXT MEETING:** The DRIVE Board meets again on Wednesday, December 6, 2023, at 8:30 a.m. at 418 Railroad Street, Danville PA 17821.

Respectfully Submitted,

Dave Park, Secretary