



## DRIVE Board Meeting Minutes

February 7, 2024

**MEMBERS PRESENT:** Justin Ross, Dave Park, Joe Kantz, Jeff Erdly, John Uehling, Jeb Stotter, Jeff Reber, Jennifer Wakeman, Trevor Finn, Mike Thomas, Leslie Temple, Dean Brewer

**MEMBERS ABSENT:** Megan Brosious, Sam Schiccatano, Bashar Hanna

### GUESTS PRESENT:

Tim Hippensteel (Project Manager), Amanda Craig Bradley (Business Outreach Manager), Aidan McDonald (Facilities Manager), Colleen McCollum (Administrative Assistant/Bookkeeper), Karen Hackman Esq. (Solicitor), Harry Lewis

The meeting was called to order by Jeb Stotter at 9:00am.

Mr. Stotter welcomed the board and asked for public comment on agenda items. Harry Lewis spoke on the National Historic District in Northumberland and that DRIVE should consider this in the strategic plan. Jeb Stotter had the board introduce themselves to the new board member Mike Thomas. Jeb Stotter moved on to approval of last month's minutes.

### MINUTES:

- December 6, 2023, Board Meeting: Motion by Leslie Temple to accept the minutes, Joe Kantz seconded the motion; carried unanimously.

**ELECTION OF OFFICERS FOR 2024:** Karen Hackman Esq. announced the nominees. Jeb Stotter for Chair, Leslie Temple for Vice Chair, Megan Brosious for Treasurer, and Dave Park for Secretary.

Motion by Nominating Committee to accept the report and cast a unanimous vote in favor of the nominees, Trevor Finn seconded the motion; carried unanimously.

**RESIGNATION OF JIM PACHUCKI:** Jeb Stotter looking for acceptance of Jim Pachucki's resignation from the board.

Motion to accept Jim Pachucki's resignation by Joe Kantz, seconded by Dave Park; carried unanimously.

**TREASURER'S REPORT:** Jennifer Wakeman presented the Treasurer's report and highlights Balance Sheet Payroll Account noted the account was not overdrawn. She explained that the year-end payroll taxes and contributions to staff IRA accounts get recorded in December, but they do not leave the account until January. She moved to P&L Year to Date report and highlights the mineral lease income noting this type of income will continue to come in 2024. She moved to Grants and Commissions section highlighting the USDA grant reimbursement which was received. Jennifer noted the effort to minimize utility costs from the Sunbury Hospital property has been successful.

*Motion to approve the Treasurer's Report made by Leslie Temple, seconded by John Uehling; carried unanimously.*

**EXECUTIVE DIRECTOR'S REPORT:** Jennifer Wakeman presented the Executive Director's Report regarding staff activities for the last month. She also informed the board of the two RACP grant applications that were completed. She reminded the board of several other RACP grants that have now been awarded and provided an update on Connect Humanity and ISRP grants that DRIVE was awarded. She also announced that there will be an intern, Sarah Bower, starting late May or early June.

Jeff Reber informed everyone that the Union County Library is very happy with the work DRIVE has been doing with them.

**OLD BUSINESS:** Jennifer Wakeman and Amanda Craig Bradley presented the Strategic Plan breaking it down into three parts Implementation, Forum/Advocate, and BR&E. Implementation deals with real estate redevelopment, BR&E, entrepreneurship, and finance. Forum/Advocate deals with sustainable economic development, advocating for the region, improving communication, and bringing voices to the table. BR&E, which is business retention and expansion, deals with PREP and ENGAGE this involves visiting local businesses and seeing what their current needs are. Jeb Stotter and Jennifer Wakeman noted what Harry Lewis had touched on could fit into the strategic plan under Forum/Advocate: bringing voices to the table.

*Motion to Adopt Strategic Plan by Dave Park, seconded by Leslie Temple; carried unanimously.*

**NEW BUSINESS:** Discussion of Board meeting time being changed back to 8:30am

*Motion to change Board Meeting back to 8:30am made by Joe Kantz, seconded by Jeff Reber; and carried unanimously.*

Jennifer Wakeman presented the Golden Shovel Contract for new website creation and maintenance, social media, and content creation. The initial charge is \$36,350.00 and the yearly cost will be \$11,350.00.

*Motion to sign Golden Shovel Contract made by John Uehling, seconded by Mike Thomas; carried unanimously.*

Jeb Stotter adjourned the meeting at 10:00 am.

**NEXT MEETING:** The DRIVE Board meets again on March 6, 2024, at 8:30am at 418 Railroad Street, Danville PA 17821.

Respectfully Submitted,

Dave Park, Secretary