



**DRIVE Board Meeting Minutes**

March 6, 2024

**MEMBERS PRESENT:** Justin Ross, Dave Park, Joe Kantz, John Uehling, Jeb Stotter, Jennifer Wakeman, Leslie Temple, Sam Schiccatano, Dean Brewer, Jeff Reber

**MEMBERS ABSENT:** Megan Brosious, Jeff Erdly, Trevor Finn, Mike Thomas, Bashar Hanna

**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 8:32am.

Mr. Stotter welcomed the board then asked for public comment on agenda items. Hearing none he moved on to accept the last meeting minutes.

**MINUTES:**

- February 7, 2023, Board Meeting: Motion by Joe Kantz to accept the minutes, Leslie Temple seconded the motion; carried unanimously.

**TREASURER’S REPORT:** Jennifer Wakeman presented the Treasurer’s report highlighting new items on the balance sheet related to journal entries from the 2022 financial review. Of concern is the Funds in Escrow as this is from the sale to Sherwood that was completed in 2023. Tim is working with the auditor to remedy. Jennifer noted the Broadband expense was due to an upgraded switch approved by the board in 2023.

Motion to approve the Treasurer’s Report made by John Uehling, seconded by Dave Park; carried unanimously.

**EXECUTIVE DIRECTOR’S REPORT:** Jennifer Wakeman presented the Executive Director’s Report regarding staff activities for the last month. She highlighted grants, and RACP’s. Jennifer reminded the board of the upcoming IDF conference and SBDC day.

**COMMITTEE REPORTS:**

**NOMINATING COMMITTEE:** John Uehling presented the Nominating Committee’s recommendation to approve Matthew Rousu, Dean of the SWSB, Professor of Economics at Susquehanna University as the Snyder County representative of the board.

Motion to approve Matthew Rousu as the Snyder County representative on the board made by John Uehling, seconded by Dave Park; carried unanimously.

**BROADBAND COMMITTEE:** Jennifer Wakeman presented the NRTC (National Rural Telecommunications Cooperative) engagement for the purpose of having initial engineering and budgeting cost estimates to know what it would take for a BEAD grant to serve the 5-county region. This engagement would help DRIVE understand what it would take to build an open access network in the 5-county region. The engagement is \$35,000.00 which would count toward the \$40,000.00 match for the Connect Humanity Grant.

Discussion ensued. Jeb Stotter asked how Jennifer found NRTC? Jennifer informed the board that she met NRTC at NREDA in DC. Jeb Stotter followed up with there aren't a lot of groups who specialize in this field correct. Jennifer states there isn't a lot at this cost, however she did speak with PFM who quoted \$50,000.00 for the same service, who stated that they use NRTC's financial model. Dave Park asked if the \$35,000.00 fee is a one-time fee and asked if there are any other fees associated with the engagement. Jennifer stated that this is a one-time fee of \$35,000.00 with no other fees associated. Joe Kantz looked for clarification on the current network income and if the current month income is normal. Jennifer stated that the current income is normal. Jeb Stotter asked how we are spending the rest of the \$5,000.00 match. Jennifer stated that some of the match had already been used for advertisement of the Community Speed test and will continue to be used toward items.

*Motion to approve NRTC Engagement made by Joe Kantz on behalf of Broadband Committee, seconded by John Uehling; carried unanimously.*

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**2023 Financial Review Engagement:** Jennifer Wakeman presented the Mckonly & Asbury engagement letter looking for approval to move forward with them for the year 2024 with the understanding that later in the year there will be an RFP to find a new company to do the financial reviews.

*Motion to approve Mckonly & Asbury Engagement made by John Uehling, seconded by Leslie Temple; carried unanimously.*

Jeb Stotter adjourned the meeting at 9:20 am.

**NEXT MEETING:** The DRIVE Board meets again on April 3, 2024, at 8:30am at 418 Railroad Street, Danville PA 17821.

Respectfully Submitted,

Dave Park, Secretary