



DRIVE Board Meeting Minutes

April 3, 2024

MEMBERS PRESENT: Megan Brosious, Justin Ross, Dave Park, Joe Kantz, John Uehling, Jeb Stotter, Jeff Reber, Jennifer Wakeman, Trevor Finn, Mike Thomas, Leslie Temple, Sam Schiccatano, Bashar Hanna, Dean Brewer

MEMBERS ABSENT: Jeff Erdly

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 8:33am.

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:

- March 6, 2024, Board Meeting: Motion by John Uehling to accept the minutes, Joe Kantz seconded the motion; carried unanimously.

TREASURER'S REPORT: Megan Brosious presented the Treasurer's Report. She highlighted expenses for Railroad Street were higher due to the addition of external lights to building, snow plowing and furniture purchases. Noting that the furniture purchase will be reimbursed through a grant. She also highlighted the balance sheet pointing out the escrow amount of \$60,000.00 was from a property sale completed March of 2022 but is now showing on the report due to journal entries from the accountant. It is being addressed with the accountant and staff anticipates this will be rectified in the coming month.

Motion to approve the Treasurer's Report made by Jeff Reber, seconded by Mike Thomas; carried unanimously.

EXECUTIVE DIRECTOR'S REPORT: Jennifer Wakeman presented the Executive Director's Report regarding staff activities for the last month. She highlighted FOCUS IDF, SBDC Day and 1 Million Cups as staff activities from the last month. She also highlighted upcoming grants that staff will and are working on. Jennifer informed the board that DRIVE will be receiving Appropriations money for \$500,000.00 to fix the roof and HVAC on the office building.

COMMITTEE REPORTS:

Property Committee: Aidan McDonald and Jennifer Wakeman presented the Bid Specification for Asbestos Abatement for the Sunbury Hospital and is looking to put this project out to Bid.

Core Design Group created the Bid Specifications.

Motion to approve to put the Asbestos Abatement out to bid made by Dave Park, seconded by Leslie Temple; carried unanimously.

OLD BUSINESS: None.

NEW BUSINESS: None.

Jeb Stotter adjourned the meeting at 9:06 am.

Respectfully Submitted,

Dave Park, Secretary