



DRIVE Board Meeting Minutes

December 3, 2025

MEMBERS PRESENT: Dave Park, Jeff Erdly, Alex Zimmerman, Jeff Reber, Jennifer Wakeman, Trevor Finn, Jeb Stotter, John Uehling, Sam Schiccatano, Dean Brewer, Leslie Temple, Mike Thomas, Tony Reed

MEMBERS ABSENT: Joe Kantz, Justin Ross, Matthew Rousu

GUESTS PRESENT:

Tim Hippensteel (Program Director, Blueprint Development Corporation), Amanda Craig Bradley (Business Outreach Manager), Aidan McDonald (Entrepreneurship Program Manager), Colleen Patterson (Office Manager), Karen Hackman Esq. (Solicitor)

The meeting was called to order by Jeb Stotter at 8:32am.

Mr. Stotter welcomed board members and opened the floor for public comments. *"The DRIVE board welcomes input from the public on agenda items at this time. Comments unrelated to the agenda will be heard at the end of the meeting and are subject to a five minute time limit."*

Hearing none Jeb Stotter moved to accept last meeting minutes.

MINUTES:

- October 15, 2025 Board Meeting: *Motion by Mike Thomas to accept the minutes, Leslie Temple seconded the motion; passed unanimously.*

Jeb Stotter introduced new board members Alex Zimmerman and Tony Reed and had board members introduce themselves to the new members.

TREASURER'S REPORT: Mike Thomas presented the Treasurer's Report. He reviewed the Balance Sheet and noted that the checking account is not overdrawn; rather, the balance reflects a timing issue in QuickBooks. Regarding the Payroll Account, he noted the balance of \$36,290 and explained that the Finance Committee met last month and agreed to liquidate a portion of the investment account to transfer funds into payroll. The organization also received \$12,000 from a RACP grant. Additionally, the Fulton loan has been moved to interest-only payments.

Motion to approve the Treasurer's Report made by Dave Park, seconded by Trevor Finn, carried unanimously.

APPROVAL OF 2026 BUDGET DRAFT: Jennifer Wakeman presented the 2026 budget, noting that

the Executive Committee met and approved the proposed salaries. She reminded the group of two newly added budget line items: Sunbury Hospital and Railroad, as well as Grants/Commissions, with \$14,000 added. Fees for Service in the amount of \$30,000 are related to RACP work. Prep/Engage remains flat funded. The anticipated property sale of \$200,000 will most likely involve the Milton Land property.

Motion to approve 2026 Budget made by Mike Thomas, seconded by Dave Park; carried unanimously.

EXECUTIVE DIRECTOR'S REPORT: Jennifer Wakeman presented the Executive Director's Report, highlighting staff activities from the past month. She provided an overview of RIC activities, continued grant work, and recent conferences. She also noted Amanda's initiative, BizWardrobe and BizPantry, in partnership with LCCC. Additionally, she announced that Amanda received the PEDAs Young Professional to Watch award.

OLD BUSINESS: None

NEW BUSINESS:

NOMINATING COMMITTEE: Jennifer Wakeman presented new board member for Northumberland County Seat since Justin Ross will not renew for a 2nd term. Nominating is recommending Tessa Applegate of Clarks Feed Mill.

Motion to approve Tessa Applegate of Clarks Feed Mill as new board member made by Leslie Temple, seconded by Mike Thomas; carried unanimously.

APPROVAL OF FOCUS BOARD REPRESENTATIVES: Jennifer Wakeman presented the proposed representatives for the Focus Board. She noted that Focus will no longer require the purchase of board seats and is instead considering designating the three current members as DRIVE representatives. The current members are Amanda Barber, Joe Kantz, and Steve Beattie.

Motion to approve Amanda Barber, Joe Kantz, and Steve Beattie as DRIVE representatives on Focus Board made by Dave Park, seconded by Trevor Finn; carried unanimously.

APPROVAL OF 2026 MEETING DATES: Jennifer Wakeman presented 2026 board meeting dates, she proposed to not meet in January and July of 2026 and keep the same October 3rd Wednesday meeting like 2025 due to conferences. All other months will be the 1st Wednesday at 8:30am.

Motion to approve 2026 DRIVE Board Meeting Schedule made by Leslie Temple, seconded by Mike Thomas; carried unanimously.

RATIFICATION OF LSA GRANT RESOLUTIONS: Aidan McDonald presented the two LSA grant resolutions for Salvation Army. Two LSA grants for Salvation Army one for Berwick Salvation Army

in the amount of \$62, 548.51 and one for Sunbury Salvation Army in the amount of \$64,970.00 both are to purchase emergency vehicles.

Motion to ratify LSA Grant for Berwick Salvation Army and Sunbury Salvation Army made by Mike Thomas, seconded by Dave Park; carried unanimously.

PUBLIC COMMENT ON AGENDA ITEMS: None

The Board went into Executive Session for legal and property matters at 9:12am.

The Board returned to Normal Session at 10:15am, Jeb Stotter stated no action is recommended at this time.

Jeff Erdly expressed his appreciation for the hard work DRIVE has done and continues to do and shared how grateful he is to have been a part of the organization. He also noted that although he will no longer be serving on the Board, he remains available and supportive of DRIVE moving forward.

Jeb Stotter adjourned the meeting at 10:13am.

NEXT MEETING: The DRIVE Board meets again on February 4, 2026, at 8:30am at 418 Railroad Street, Danville PA 17821.

Respectfully Submitted,

Dave Park, Secretary