



## DRIVE Board Meeting Minutes

May 7, 2025

**MEMBERS PRESENT:** Dave Park, Jeff Erdly, Justin Ross, Jennifer Wakeman, Matthew Rousu, Trevor Finn, Jeb Stotter, Sam Schiccatano, Bashar Hanna, Dean Brewer, Leslie Temple, Mike Thomas

**MEMBERS ABSENT:** Joe Kantz, Megan Brosious, Jeff Reber, John Uehling

### 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), Harry Lewis (Community Member)

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

Mr. Stotter welcomed board members and opened the floor for public comments. *"The DRIVE board welcomes input from the public on agenda items. Any comments or questions unrelated to the agenda can be directed to DRIVE's executive director via email at [info@driveindustry.com](mailto:info@driveindustry.com)."*

Hearing none Jeb Stotter moved to accept last meeting minutes.

### MINUTES:

- April 2, 2025 Board Meeting: *Motion by Mike Thomas to accept the minutes, Matthew Rousu seconded the motion; passed unanimously.*

**TREASURER'S REPORT:** Jennifer Wakeman presented the Treasurer's Report. She highlighted the P&L revenue line item, noting that DRIVE received PREP funding from SEDA-COG. The grant funds paid line item reflects ARISE grant travel expenses. Fulton loan interest is now recorded on the balance sheet. On the P&L by class, the Milton Land Phase II project is complete. For the Sunbury Hospital class, there will be a noticeable decrease in utility expenses as Blueprint has begun shutting down the electricity. Justin Ross asked, what is the unrealized gain line? Jennifer explained that it represents the loss on investments and that the number can vary from month to month. Mike then asked, why doesn't it show up on the balance sheet? Jennifer responded that it's due to a QuickBooks functionality.

*Motion to approve the Treasurer's Report made by Mike Thomas, seconded by Matthew Rousu, carried unanimously.*

**EXECUTIVE DIRECTOR'S REPORT:** Jennifer Wakeman presented the Executive Director's Report,

highlighting staff activities from the past month. She highlighted the completed HVAC work on the DRIVE Professional Building, ARISE Grant work as well as BR&E activity and RACP grant work.

**COMMITTEE REPORTS:**

**ADVOCACY COMMITTEE:** Jeb Stotter presented the Advocacy Committee report. The committee is developing a metrics booklet highlighting DRIVE's accomplishments and current initiatives.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

The Board went into Executive Session for legal and property matters at 8:53 am.

The Board returned to Normal Session at 9:20am, Jeb Sotter stated no action is recommended at this time.

Jeb Stotter adjourned the meeting at 9:32am.

**NEXT MEETING:** The DRIVE Board meets again on June 4, 2025 at 8:30am at 418 Railroad Street, Danville PA 17821.

Respectfully Submitted,

Dave Park, Secretary