

**MEMBERS PRESENT:** Dave Park, Jeff Erdly, Justin Ross, Jeff Reber, Jennifer Wakeman, Matthew Rousu, Trevor Finn, Dean Brewer, Leslie Temple

**MEMBERS ABSENT:** Joe Kantz, Megan Brosious, Jeb Stotter, John Uehling, Sam Schiccatano, Bashar Hanna, Mike Thomas

**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), James Oschal Esq.

The meeting was called to order by Leslie Temple at 8:33am.

Mrs. Temple 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 Leslie Temple moved to accept last meeting minutes.

**MINUTES:**

- February 5, 2025 Board Meeting: Motion by Trevor Finn to accept the minutes, Jeff Reber seconded the motion; passed unanimously.

**TREASURER'S REPORT:** Jennifer Wakeman presented Treasurer's Report, she highlighted the Balance Sheet specifically investments, she stated the process for moving investments from J&J to Fulton is underway. She also highlighted P&L grants and commissions noting DRIVE received partial payment from ARC grant and JTF grant. She stated salaries are increased from the budget due to the addition of Lauren as a staff member, but Focus has paid her salary portion.

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

**EXECUTIVE DIRECTOR'S REPORT:** Jennifer Wakeman presented the Executive Director's Report highlighting the staff activities for the past month. She highlighted grant writing, revolving loan fund, and Vorys Conference that Jennifer and Lauren attended. Amanda Craig Bradley presented an update on the ARC/Spark program.

**FINANCE COMMITTEE:**

**REVOLVING LOAN FUND UPDATE:** Timothy Hippensteel presented the update, stating he submitted a USDA Rural Business Development Grant application, and Geisinger has committed \$50,000.00 as match. Jennifer explains Blueprint Development Corporation will serve as the loan committee and DRIVE will own the revolving loan fund.

**RESOLUTION TO APPLY FOR USDA GRANT:** Jennifer Wakeman presented the resolution noting the dates and amounts are different than the last resolution.

*Motion to ratify Resolution to apply for USDA grant made by Jeff Reber seconded by Justin Ross; carried unanimously.*

**RESOLUTION TO ACCEPT LOC:** Jennifer Wakeman presented the resolution to accept First Keystone Community Bank Line of Credit for \$250,000.00 unsecured, interest only payments due monthly and a \$100.00 annual fee.

*Motion to accept resolution for First Keystone Community Bank LOC made by Leslie Temple seconded by Trevor Finn; carried unanimously.*

**OLD BUSINESS:** None

**NEW BUSINESS:** None

The Board went into Executive Session for legal and property matters at 8:59 am and ended at 9:20am.

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

Leslie Temple and Jeff Reber informed everyone of the upcoming Greater Susquehanna Valley Chamber event on March 31<sup>st</sup> at the CSIU.

Leslie Temple asked for a motion to adjourn the meeting, Dave Park made the motion and Matt Rousu seconded; carried unanimously. Meeting adjourned 9:22am.

**NEXT MEETING:** The DRIVE Board meets again on April 2, 2025 at 8:30am at 418 Railroad Street,

Danville PA 17821.

Respectfully Submitted,

Dave Park, Secretary