



VENANGO COUNTY COURTHOUSE
1168 LIBERTY STREET, PO BOX 831
FRANKLIN, PA 16323

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EXECUTIVE DIRECTOR
EMILY LEWIS
CHAIR
SAMUEL H. BREENE
VICE-CHAIR
WILLIAM P. MOON
SECRETARY-TREASURER
BONNIE S. SUMMERS

Board Meeting Minutes for the July 2023 Meeting

I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:30 AM. Those present at the public meeting of the Venango County Economic Development Authority on 7/18/2023, held in person at 1174 Elk Street (Courthouse Annex) in Room 100, Franklin PA:

Members Present:

- ☒ Sam Breene (Chair)
- ☒ Bill Moon (Vice-Chair)
- ☒ Bonnie Summers (Secretary/Treasurer)
- ☒ Mike Dulaney
- ☐ Chip Abramovic
- ☒ Alan Schiller
- ☐ Rod Griffin

Staff Present:

- ☒ Emily Lewis (Executive Director)
- ☒ Heather Hondel (eAcademy Program Director)
- ☒ Rich Winkler (County Solicitor)
- ☒ Diona Brick (Finance Director)

Guests Present (List):

- None

Quorum Present: ☒ Yes ☐ No

The attendance of 5 board members (of the 7 current appointees) was accounted for by Heather Hondel.

II. APPROVAL OF MINUTES

a. 6/20/2023 Regular Meeting Minutes

- ✓ Motion to approve the minutes made by Mike Dulaney; Seconded by Bonnie Summers. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- No items of action.

V. FINANCIAL REPORT

a. Financial Report

Finance Director, Diona Brick – presented the financial report to the Board which summarized all accounts and budget items for the month of June. There were Fourteen (14) invoices paid during the month.

- ✓ Motion to approve report made by Bill Moon; seconded by Bonnie Summers. All approved.

b. 2022 Audit Materials

Finance Director, Diona Brick – presented the draft audit and management letter to the Board.

- i. 2022 Draft Audit
- ii. 2022 Draft Management Letter

- ✓ Motion to accept drafts moving on to finalization made by Bill Moon; seconded by Alan Schiller. All Approved.

VI. ONGOING PROJECTS

a. 100 Seneca at Cornplanter Square

- i. Fundraising Timeline – No update to report.
- ii. Construction Timeline – Staff provided an update of the timeline for the project.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – Working with some Franklin businesses and preparing to submit Keystone Community Grants.
- **eAcademy Program Director, Heather Hondel** – Working on curriculum for the upcoming school year, and continuing recruiting efforts. Preparing to send out recruitment postcards and posters to 140 businesses/organizations soon.

VIII. AROUND-THE-TABLE REPORT

- None

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn by Bill Moon, seconded by Bonnie Summers. All approved at 11:31 AM.

Respectfully submitted,

Heather Hondel, Entrepreneurship Program Manager