

Board Meeting Minutes for the August 2023 Meeting

I. CALL TO ORDER

Monthly board meeting called to order by Bill Moon, at 10:35 AM. Those present at the public meeting of the Venango County Economic Development Authority on 8/15/2023, 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):

- Kara O'Neil, Derrick Reporter
- Ken Bryan, FCF

Quorum Present: ☒ Yes ☐ No

The attendance of 6 board members (of the 7 current appointees) was accounted for by Heather Hondel.

II. APPROVAL OF MINUTES

- a. 7/18/2023 Regular Meeting Minutes
 - ✓ Motion to approve the minutes made by Bonnie Summers; Seconded by Mike Dulaney. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. Resolution to File Keystone Communities Development Grant – to apply for development grant for first floor
 - ✓ Motion to approve made by Rod Griffin, seconded by Chip Abramovic. All approved.
- b. Resolution to File Keystone Communities RLF Grant – to file to be used for the creation of revolving loan fund for tenants and Venango County businesses
 - ✓ Motion to approve made by Bonnie Summers, seconded by Mike Dulaney. All approved.
- c. Resolution to File Keystone Communities Planning Grant – for Franklin Projects, feasibility studies, looking at installing elevators for upper floor development
 - ✓ Motion to approve made by Rod Griffin, seconded by Chip Abramovic. All approved.

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 July. There were thirteen (13) invoices paid during the month.

 - ✓ Motion to approve made by Sam Breene; seconded by Chip Abramovic. All approved.
- b. 2022 Audit Materials
 - i. 2022 Audit
 - ii. 2022 Management Letter
 - ✓ Motion to approve to be issued as final made by Sam Breene; seconded by Bonnie Summers. All approved.

VI. ONGOING PROJECTS

- a. 100 Seneca at Cornplanter Square
 - i. Fundraising Timeline – Staff updated the board with information about funding for the project.
 - ii. Construction Timeline – Staff provided an update of the timeline for the project.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – Has been working on the PA Broadband Authority Grant and the Franklin Building Project
- **eAcademy Program Director, Heather Hondel** – Sent out close to 150 postcards and posters for recruiting. Have been trying to reach potentially interested student, but no response yet. No students have signed up yet, looking to have at least 4 for the 2024 Class. Have been working on curriculum for next year's class.

VIII. AROUND-THE-TABLE REPORT

- Same Breene, Chair – shared regarding first round of grant funding available for rural broadband

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn by Chip Abramovic, seconded by Mike Dulaney. All approved at 11:15 AM.

Respectfully submitted,

Heather Hondel, Entrepreneurship Program Manager