

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, November 20, 2017
2138 Lincoln Street, Williamsport

Board Attendance: Randall Allison, Susan Bigger, Aron Carter, Robert Cross, Maria Garlick, Carolyn Hawk, Jacqueline Oliva, Jeffrey Rauff, Lindsay Stamm, Amber Wilt

Board Members Not Attending: Regan Garey, Linda Hess, Jack McKernan, Jeffrey Snyder, Gregory Wilson

Staff Attending: Traci Lowe, Jim Plankenhorn, David Spring, Jamey Williams

1. The meeting was called to order at 4:00 by Vice-Chairperson Aron Carter.
2. On motion of Robert Cross and second by Randall Allison, the minutes of the October 16, 2017 STEP Board of Directors meeting were approved.
3. Traci Lowe presented the financial reports for September 2017. On motion of Carolyn Hawk and second by Maria Garlick, the financial reports were approved.
4. Jim Plankenhorn presented the programmatic reports from October 2017. On motion of Jeffrey Rauff and second by Randall Allison, the programmatic reports were approved.
5. Traci Lowe provided information pertaining to the submission and allocation of grant for the following projects: First Community Foundation Partnership of Pennsylvania Lycoming Economic Development Grant – \$50,000. On motion of Susan Bigger and second by Robert Cross, all grants were approved.
6. David Spring, STEP Head Start Director, conducted a Head Start training for the board. David was presented with a STEP pin for his service.
7. Jim Plankenhorn presented the proposed 2018 Board Meeting Schedule for the STEP Board of Directors. On motion of Amber Wilt and second by Randall Allison, the schedule was approved.
8. Jim Plankenhorn introduced a discussion on the current five-year term limits for STEP Board of Directors members. On motion of Carolyn Hawk and second by Jeffrey Rauff, the Board agreed that at the next meeting, the STEP Board of Directors By-Laws would be amended to eliminate the five-year term limit.
9. At 5:00 PM, the public meeting was adjourned, and an executive session started by Vice-Chairperson Aron Carter for a legal matter.
10. At 5:10 PM the public meeting was reconvened by Vice-Chairperson Aron Carter.
11. Jim Plankenhorn provided an update on the Housing Options Endowment Fund. The annual board solicitation activity has earned \$5,500 in donations; approximately \$21,000 total has been raised for the Housing Options Endowment Fund.
12. In other business, Jim Plankenhorn provided an update on the status of the Early Learning Resource Center application.
13. There being no further business, the meeting was adjourned at 5:25 PM on motion of Susan Bigger and second by Robert Cross.