

## MINUTES

### MEETING OF IMPACT HARRISBURG

March 3, 2016, 10:30 A.M.

Joseph T. Simpson Board Room, Pinnacle Health, Polyclinic Campus  
2501 North Third Street, Harrisburg

#### Officers of the Board Present:

Neil Grover, Chair  
Brian Hudson, Secretary  
Brittany Brock, Treasurer

#### Board of Directors Present:

Dale Laninga, Director  
Gloria Martin-Roberts, Director  
Karl Singleton, Director

#### Others Present:

Sheila Dow-Ford, Executive Director  
Anne Morrow, Recording Secretary

#### Officers of the Board Absent:

Doug Hill, Vice-Chair  
Russ Montgomery, Director  
Jackie Parker, Director  
Fred Reddig, Coordinator for the City of Harrisburg

Ms. Dow-Ford called the meeting to order at 10:40 a.m.

Ms. Dow-Ford advised that Mr. Hill, Mr. Montgomery and Ms. Parker had reported they were unable to attend the meeting today and Mr. Grover and Mr. Hudson would arrive a little late.

#### **1. Regular Minutes of February 16, 2016**

It was moved by Ms. Martin-Robert and seconded by Ms. Brock that:

**"The minutes from Impact Harrisburg Board of Directors regular meeting of February 16, 2016 be approved as printed."**

**MOTION CARRIED UNANIMOUSLY**

It was moved by Ms. Martin-Robert and seconded by Mr. Laninga that:

**"The minutes from Impact Harrisburg Board of Directors executive session of February 16, 2016 be approved as printed."**

**MOTION CARRIED UNANIMOUSLY**

#### **2. Treasurer's Report**

Ms. Brock reported 2 invoices were received for payment from the Operating Account. The first invoice was from Pinnacle Health for the monthly fee for phone service in the amount of \$12 and the second invoice was from Gift & Associates for their February monthly fee in the amount of \$315, per their executed engagement letter.

It was moved by Ms. Martin-Roberts and seconded by Mr. Singleton that:

**"The invoices from Pinnacle Health, in the amount of \$12 for the monthly phone service and from Gift & Associates, in the amount of \$315.00, for their February monthly fee, be approved for payment."**

**MOTION CARRIED UNANIMOUSLY**

Mr. Grover noted he also received an invoice from Cincinnati Insurance. The invoice will be given to Ms. Dow-Ford before submitting it for payment.

Ms. Brock reported Wilmington Trust has begun investing the funds as per the investment portfolio.

No other items were reported.

### **3. Executive Director Report**

Ms. Dow-Ford reported she met with two students from Harrisburg University (HU), Brandon L. Campbell and Nigel Alston, who will work on designing a website for Impact Harrisburg. This web design will be a template for public relations and for creating a branding and other various materials needed to further publicize the mission and work of IH.

Ms. Dow-Ford invited the students to the Board meeting to present their web design and branding ideas. The students shared three different websites, which were presented to the Board by way of their iPhone. After some Q&A, the Board expressed their excitement and was pleased with the designs Nigel and Brandon created. By consensus, the Board agreed on a website design to represent IH.

The main components to the website are the Guidelines and project applications. Ms. Dow-Ford noted to expedite the work required to finalize the Guidelines that the Board delegate to her the duties to create and work with an Ad Hoc sub-committee, which will work on finalizing the Guidelines. This work product will be presented to the Board at its next Board meeting on April 5, 2016 for final approval. The proposed Ad Hoc committee members are Ms. Martin-Roberts, Mr. Laninga, Mr. Singleton, Mr. Montgomery and Ms. Brock. The Ad Hoc committee will meet on Wednesday, March 9<sup>th</sup> from 1 p.m. – 2 p.m. and on Tuesday, March 15<sup>th</sup> from 10:30 a.m. – 12:30 p.m.

**ACTION: Ms. Dow-Ford will distribute the final draft of the proposed Guidelines to the Board for review and comments on Wednesday, March 30, prior to the next Board meeting.**

Work is underway on the two applications for Infrastructure Fund and Economic Development Fund. The City's community development block application will be the template that will be modified towards the needs of IH and used for project applications.

Mr. Grover asked for a motion to go into executive session.

It was moved by Ms. Brock and seconded by Ms. Martin-Roberts that:

**"The Board voted to go into executive session to further discuss a potential legal matter. The executive session began at 11:17 a.m. and ended at 11:47 a.m."**

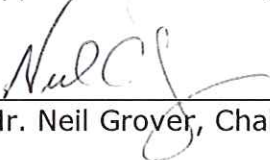
**MOTION CARRIED UNANIMOUSLY**

The Chair adjourned the meeting at 11:53 a.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

Due to scheduling conflicts the Board was unable to meet on March 16<sup>th</sup>. The next Board meeting is scheduled for April 5<sup>th</sup> at 10:30 a.m. at the Pinnacle Health, Polyclinic Campus, 2501 North Third Street, Harrisburg, PA.

Approved this 5<sup>th</sup> day of April, 2016.

  
\_\_\_\_\_  
Mr. Neil Grover, Chair

  
\_\_\_\_\_  
Ms. Sheila Dow-Ford, Executive Director