

STEP, Inc. Board Meeting Minutes

4:00 p.m., Monday, February 26, 2024

2138 Boyd Street, Williamsport and via Teams

Board Attendance: Randall Allison, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Patti Wylie

Staff Attending: Rachelle Abbott, Patricia Kiessling, Jim Plankenhorn, Jamey Williams

Guests: R. Jack McKernan, Angelic Hardy

1. The meeting was called to order at 4:00 p.m. by Chairperson Brenda Nichols.
2. All board members, guests, and staff present introduced themselves.
3. On motion of Jeffrey Snyder and second by Joanne Ludwikowski, the minutes of the January 22, 2024, STEP Board of Directors meeting were approved.
4. Roll call was taken to verify members present. No other members of the public were present.
5. Patricia Kiessling presented the financial reports for December 2023, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. A request was made that STEP staff find the percentage growth goal for the endowment funds held at the First Community Foundation Partnership of Pennsylvania. On motion of Lindsay Stamm and second by Randall Allison, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from January 2024, highlighting the upcoming ELRC Provider conference. On motion of Matthew Rickard and second by Randall Allison, the programmatic reports were approved.
7. Biographies for Angelic Hardy of Commonwealth University and R. Jack McKernan, STEP Aging Advisory Council member, were shared with the board, along with the perspective members introducing themselves. On motion of Joanne Ludwikowski and second by Jeffrey Snyder, Angelic was approved as a representative of the Clinton County private sector and Jack was approved as a representative of the Lycoming County low-income sector.
8. Abigail Roberts provided a summary of the last meeting of the STEP Board Governance Committee, focusing on the recent board survey, discussion regarding bringing in potential members through committee participation, and the President & CEO Transition Committee volunteers. The Transition Committee volunteers were: Hillary Hofstrom of Pennsylvania College of Technology, Brenda Nichols, Joanne Ludwikowski, Randall Allison, and Jeffrey Snyder.
9. Rachelle Abbott provided an update on the STEP Social Justice Task Force, reminding board members of the May 16, 2024 CAAP Equity Summit, being presented in a hybrid format virtually and at Harrisburg College. She stated that Juneteenth planning will be commencing soon, and that while a Spark Tank grant was not provided to reform the Beloved Community Council, the applicants would be having a conversation with the funders about the initiative's future.
10. Jim Plankenhorn provided an update on the STEP Transportation garage project. Currently the building plans have been scaled back, but the project is moving forward with design and engineering, and PennDOT continues to fully support the project financially.
11. Rachelle Abbott presented highlights of the 2023 COPOS report. The full report was provided to the board.
12. Brenda Nichols led the board in a fundraising strategy session. Discussions were held regarding solicitation targets and tactics, especially corporate entities. The board voiced approval for a formal fundraising committee. Additionally, the board was invited to join the C&N Hats&Horses event on May 4 that will raise funds for the STEP Office of Aging.

13. In other business: the next STEP Board of Directors meeting will be on Monday, March 18, 2024, at the Clinton County Community Center.

STEP is rolling out the 2024 Community Assessment surveys. Board members were encouraged to complete the surveys both as residents and as community partners as appropriate. The board was also invited to review and comment on the Pennsylvania Aging Long Term Plan in the next month.

STEP will be participating in Raise the Region on March 13 and 14.

14. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski and second by Scott Metzger at 5:25 p.m.