



**APPROVED**  
**Salem State University Assistance Corporation**  
**Board of Directors Meeting Minutes**  
**September 18, 2017**

**Present:** Gordon Hall, President John Keenan, Helen Corbett, Beth Debski, Beth Haran, Anthony Nickas, Sally Janulevicus, Tom Daniel, Kim Driscoll and Mike Wheeler. **Absent:** Claude Lancome and Rinus Oosthoek. **Guests:** Laura Swanson, Noreen Hazleton, Lesley Smythe, Terry Brancato, Dave Dilulis and Rob Zirkel, O'Connor & Drew.

The meeting was called to order by Board Chairman Gordon Hall at 8:06 a.m.

**Meeting Minutes:**

A motion was made by Beth Haran and seconded by Anthony Nickas to approve the board meeting minutes of June 12, 2017. All in favor, none opposed.

**Chairman's Report**

Chairman Hall stated this was the annual meeting of the Salem State University Assistance Corporation. Chairman Hall introduced new board members Sally Janulevicus as the Governor's appointment in the area of planning, Salem State President John Keenan, Beth Debski, Executive Director of the Salem Partnership and Beth Haran who was appointed by Salem State Board of Trustees. Chairman Hall requested that all new board members and any other member who has not reviewed and completed the conflict of interest forms to do so prior to the end of the Board meeting. Chairman Hall called for the election of a Vice Chair and Secretary. A motion was made by Helen Corbett and seconded by Tom Daniel to nominate John Keenan as Vice Chair. Hall asked for any other nominations. There were none. All in favor, none opposed. A motion was made by Helen Corbett and seconded by Tom Daniel to elect Beth Debski as Secretary. Chairman Hall asked if there were any other nominations. There were none. All in favor, none opposed. Chairman Hall reported the State had completed their audit and are waiting for the final report to be issued.

**SSUAC FY17 Annual Audit**

Dave Dilulis and Rob Zirkel from O'Connor & Drew presented the FY17 Audit report to Board members. Dilulis stated there were no findings to report pertaining to the FY17 audit. Dilulis reported there were no changes to the significant accounting policies in FY17. He stated the significant transaction for FY17 was related to the acquisition of 66-68 Loring Avenue. Dilulis presented the audit financials and report that included the statement of net position, statement of activities, statement of changes in net position, statement of cash flow and notes to the financial statements. Dilulis reported there were no disagreements with management, they did not have to consult with other accountants, there were no major issues discussed with management prior to retention and there were no difficulties encountered in performing the audit. Board member of Mike Wheeler stated that upon his review of the audit he noticed that capital expenditures were \$200. Wheeler asked if that amount seemed low. Dilulis replied that that figure is set by the Board and could be increased.

A motion was made by Mike Wheeler and seconded by Tom Daniel to approve the FY17 audit. All in favor, none opposed. A motion was made by Mike Wheeler and seconded by John Keenan to increase the capital expenditure amount for FY18 from \$200 to \$1,000. All in favor, not opposed.

### **Financials**

Swanson stated that overall the financials are in good shape. She stated that the rental income is strong. Swanson reported the financial variations for the past two months in the individual expense categories are primarily related to staffing changes, facility expenses and programs. Swanson reported payroll expenses are under budget largely due to the August 1st start date of the new Program Director Lesley Smythe and the early departure of the bookkeeper. She stated this resulted in reduced expenses related to salaries, employee benefits and payroll taxes. Swanson stated the Professional Services: Bookkeeper is over budget due to the external bookkeeper providing bookkeeping services until this position is filled. Swanson stated this expense category overage would be offset by under budget payroll expenses. She also stated that program expense is slightly over budget as a result of outsourcing some of the fall programming duties until the Program Director position was filled. Swanson stated repairs and maintenance are over budget due to necessary office suite carpet replacements. The Board reviewed the financial reports and credit card statements.

### **Salem State University**

President John Keenan reported the students are back on campus and the start of the Fall academic season is going well. Keenan stated SSU is renting office space at 331 Lafayette Street and is expected to occupy that space sometime in October or November. Keenan stated the SSU Departments moving into 331 Lafayette Street would be Institutional Advancement, SSU Marketing Department and the President's office. Keenan said the number one priority for the University at this time is the new science building. Keenan discussed the need for the new science building and by way of example reported one out of four nursing applicants get accepted into SSU's nursing program and with the new science building they would be able to grow their nursing program.

### **FY18 Draft Budget**

Swanson submitted a revised FY18 budget based on FY17 year-end actuals. She stated there were no significant budget changes but rather a reallocation of funds for accounts primarily related to utility and facility income and expenses based on FY17 year-end actuals. Swanson stated the overall difference between the preliminary FY18 budget vs the final FY18 budget was a reduction of the end of year net ordinary income of approximately \$200. A motion was made by Mike Wheeler and seconded by Beth Debski to approve the revised FY18 budget.

### **Executive Director Report**

Swanson introduced Lesley Smythe as the new program director. She stated that Ms. Smythe has a strong background in workshop development, economic development, workforce training and coaching. Swanson stated that they are currently in the process of hiring a new bookkeeper and hope to have that position in place by the end September. She reported the external bookkeeper will continue to provide bookkeeping services until this position is filled.

Swanson reported the FY17 SSUAC audit fieldwork was conducted in July. She reported the Board Audit Committee reviewed the draft of the FY17 audit report prior to being submitted to the Board for their approval. Swanson thanked the Audit Committee members for their work.

Swanson reported the Fall programs season launched in September. She stated there would be over 30 offerings ranging from business owner development workshops, HR webinars, CEO groups and specialty works including “Hispanic and Multicultural Markets – Understanding, Reaching and Serving as well as “Connecting Your Business to the Commonwealth.

Swanson reported the North of Boston Business Plan Program and Competition will be relaunched in the Fall. She stated the program has been expanded from a one time a year competition into a year-long program that will consist of offering multiple workshops on how to write a business plan and opportunities for businesses to pitch their business idea to a panel of experts with for feedback with the Business Plan Competition serving as the program’s capstone event. Swanson reported she is in the process of raising the funds for the cash prize awards and competition expenses.

Swanson reported the 12th annual Million Dollar Women Symposium will be held on Thursday November 16th at the Hawthorne hotel. Swanson reported the keynote speaker will be Sherry Zizik, Owner, Beauport Hospitality Group in Gloucester. She stated the four confirmed panelist to date include Lucy Dearborn, Owner, Lucia Lighting & Design in Lynn (a lighting company with customer-centric lighting showroom), Victoria Bondoc, Founder and CEO, Gemini Industries in Burlington (strategic adviser to US Department of Defense and Homeland Security anticipating and averting terrorist attacks across the globe, as well as the SBA’s 2017 Massachusetts Person of the Year and Woman Business Owner of the Year, Carole Sharoff, Owner, Atlantic Vacation Home Rentals in Gloucester (vacation rental management company on the North Shore) and Jackie King, co-owner, A&J King Artisan Bakers in Salem (Artisan Breads and rustic pastries).

Swanson reported the North Shore Alliance recently submitted a grant application for FY18 REDO funding. She stated they expect a decision to be made sometime in October or November. Swanson reported the Fall Convening of the Technology Coalition of the North Shore will be held on Friday September 29th starting at 7:30 a.m. at Eastern Bank in Lynn. Swanson stated the Coalition will provide an update of their work and keynote speaker Scott Kirchner will speak about the Innovation economy and will include breakout sessions to discuss the technology gaps and opportunities on the North Shore.

Swanson reported the Alliance and the North Shore Workforce Investment Board concluded their 18-month future of work research project and publically presented those findings on June 22nd. Swanson reported the opinion survey conclusions identified (a) the ability and willingness to be a constant learner; (b) a technology skill set and proficiency is a must; (c) various communication skills are necessary and (d) respect and comfort with workplace a customer diversity is critical. Swanson reported they are in the process of preparing the final report that is expected to be released later this Fall. Swanson stated the next steps include examining the data further, continuing conversations with future of work stakeholders and strategic development of solutions to address the workforce challenges on the North Shore.

Swanson reported the Alliance has partnered with the Massachusetts office of Business Development again to offer Small Business Clinics this fall. This program offers one-on-one meetings between business owners and State provider resources. The Fall State agencies representatives will include the Small Business Development Center, Mass Bizworks, and the Supplier Diversity Office/Operational Services Division.

Swanson reported SSU Professional Education - Talent Development programs continue to generate interest. Swanson stated in addition to offering the First Time Supervisor/Manager Certificate Program

Part I & II, there would be two additional Talent Development programs that will be offered in the Sales Management Skills and Human Resource Skills Certificate Programs.

Chairman Hall asked for a motion to go into executive session to discuss a real estate matter. He stated there were no further matters to come before the Board after the Executive Session was concluded. A motion was made by Mike Wheeler and seconded by Helen Corbett to go into Executive Session. All in favor and unopposed. SSUAC board adjourned into executive session at 9 10 am.

The SSUAC board completed its discussion and voted to come out of executive session at 9:20a.m.

A motion to adjourn was made by Mike Wheeler and seconded by Tom Daniel. All in favor not opposed. The meeting adjourned at 9:21 am