



Approved
Salem State University Assistance Corporation
Board of Directors Meeting Minutes
January 22, 2018

Present: Gordon Hall, Helen Corbett, Beth Debski, Tom Daniel, Mayor Kim Driscoll Beth Haran, President John Keenan, Claude Lancome, Anthony Nickas and Mike Wheeler. **Absent:** Sally Janulevicus and Rinus Oosthoek. **Guests:** Laura Swanson, Noreen Hazelton, Lesley Smythe, Terry Brancato, and Andrea DiVirgilio.

The meeting was called to order by Board Chairman Gordon Hall at 8:00 a.m.

Meeting Minutes:

A motion was made by Claude Lancome and seconded by John Keenan to approve the Board meeting minutes of November 20, 2017. All in favor, none opposed.

Chairman's Report

Chairman Hall asked all the Board members present to review and sign the 2018 Conflict of Interest Policy and Affirmation Statement. Board members in attendance reviewed the policies and signed the Affirmation Statement.

Chairman Hall on behalf of the SSUAC Board of Directors congratulated President John Keenan on his inauguration as the new president of Salem State University.

Financials

Swanson reported that overall the financials continue to remain in good shape. Swanson stated that the building is currently at 100% occupancy and the rental income remains strong and above budget. Swanson reported that although sponsorship income is under budget, the overage of rental income offsets the lack of sponsorship income. Swanson stated that overall expenses are under budget. Swanson stated they will continue to monitor the budget closely for the remaining six months to ensure we remain within budget.

The Board reviewed the financial reports and credit card statements.

Salem State University

President Keenan stated it was a wonderful inaugural ceremony and that the Inauguration Committee did a great job. President Keenan noted that there has only been fourteen Presidents of SSU and that there has only been eight ceremonies. President Keenan stated he is looking forward to working with the SSUAC.

Executive Director Report

Swanson reported the kickoff of the 2018 Business Plan Program and Competition was held on January 10th with an informational session that explained the new elements of the program and competition and also included a panel of past competition finalists and winners. Swanson stated the event was very well attended and the six panelists spoke about the importance of a business plan, how the competition process and their experiences with the Enterprise Center benefitted their businesses.

Swanson reported the Enterprise Center hosted a Speaker Appreciation Breakfast in January to recognize the volunteer professionals who are workshop presenters and who contribute their time and expertise to support the work of the Enterprise Center. Swanson stated a speaker's page has been added to the Enterprise Center website.

Swanson reported that she was one of four panel members who presented the Regional Labor Market Blueprint for the Northeast Regional Planning Team to Cabinet Secretaries Jay Ash (Housing and Economic Development), James Peyser (Education) and Rosalyn Acosta (Labor and Workforce) on December 11th.

Swanson reported that Secretary Matt Beaton, Executive Office of Energy and Environmental Affairs closed out the Alliance's 2017 Policymakers Series on December 5th. Swanson reported Secretary Mark Nunnally, of the newly-created Executive Office of Technology Services and Security would kick-off the Alliance's 2018 Policymaker Series on January 31st.

Swanson reported that the City of Salem was the host community for Alliance's Economic Development and Community Planners meeting on November 30th. Swanson stated the next Planners meeting would be held in February and the City of Lynn would be the host community. Swanson reported the Technology Coalition of the North Shore would be reconvening in February to review survey results and identify the priorities and outline a 2018 action plan for the Coalition.

Swanson reported continued interest in the SSU Talent Development programs. She stated that the program structure has been changed from a predetermined certificate course selection to a model that now allows individuals to choose from a larger group of program offerings to choose from when pursuing a business management skills certification. Swanson also reported that they will be meeting quarterly with the Interim Dean of the School of Continuing and Professional Studies to discuss ways of collaboration, identifying other program offerings and marketing of these programs.

Swanson discussed with the Board the idea of the Enterprise Center creating/hosting an "Annual Meeting" Luncheon that coincides with the Business Plan Competition Finale. Swanson stated the Competition Finale will be held on the morning on December 4th and suggested having the annual meeting luncheon mid-day to create an opportunity to highlight all the accomplishments of 2018, recognize business plan competition winners and other EC noteworthy business. Swanson facilitated a Board discussion on this idea and the Board discussed metrics of success, ability to build awareness around Enterprise Center work, award recognition criteria, sponsorships/fundraising opportunities, keynote speakers and time of year.

Chairman Hall asked for a motion to go into Executive Session to discuss a personnel 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 Claude Lancome to go into Executive Session. All in favor, none opposed. 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 9:23 am. A motion to adjourn the meeting as made by Kim Driscoll and seconded by Mike Wheeler. All in favor, none opposed. The meeting adjourned at 9:23 am.