



APPROVED

**Salem State University Assistance Corporation
Board of Directors Meeting Minutes
September 21, 2020**

Present via Zoom: Gordon Hall, Helen Corbett, Tom Daniel, Beth Debski, Beth Haran, Claude Lancome, John Keenan, Anthony Nickas, Rinus Oosthoek and Mike Wheeler. **Guests:** Laura Swanson, Noreen Hazelton, Terry Brancato, Kim Crowley, Attorney Mark Elefante, David Dilulis and Rob Zirkel.

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

A motion was made by Rinus Oosthoek and seconded by Mike Wheeler to approve the Board meeting minutes of May 18, 2020. All in favor, none opposed.

Dave Dilulis and Rob Zirkel from O'Connor and Drew presented the FY20 audited financial statements to the Board. Dilulis stated there were no findings to report, no changes in policies, no disagreements with management and no difficulties encountered while conducting the audit. Dilulis reviewed the financial position of Salem State University Assistance Corporation for the fiscal year ended on June 30, 2020, the changes in Statements of Activities and Changes in Net Position present information showing how the Assistance Corporation's net position changed during the fiscal year. A motion was made by Claude Lancome and seconded by Helen Corbett to approve the FY20 audit. All in favor, none opposed.

Chairman Hall reminded the Board that the September meeting is the Annual Meeting for SSUAC and asked all Board members to review, sign and return the Conflict of Interest forms. Hall stated that the Board needed to elect new corporate officers. A motion was made by Mike Wheeler and seconded by Claude Lancome to nominate John Keenan as Vice Chair, Beth Debski as Secretary/Clerk and SSUAC attorney Mark Elefante as Assistant Secretary/Clerk. All in favor, none opposed.

President John Keenan provided an SSU update and reported they spent the summer working on their return to campus/repopulation plan. He stated that approximately 950 students would be living in the residence halls and 85% of their classes would be remote. He discussed the operational and financial impact of COVID, COVID testing plans for students and SSU community, the current challenges of the FY21 budget. President Keenan stated that he created a new Sustainable Path Forward Task Force to study all aspects of campus operations and asked them to make recommendations on how SSU can create a sustainable path forward for SSU. President Keenan stated that the proposal submitted for the Salem Diner was not able to move forward and that that it was going to have to be put out to bid again. President Keenan reported that he and the new Dean of the Business School Raminder Luther meet with EC Executive Director Laura Swanson to discuss areas of collaboration, the Center for Entrepreneurship and how to build upon the existing relationships.

Chairman Hall asked for a motion to go out of order and go into Executive Session for the purposes of real estate discussion. He stated there were additional matters to come before the Board after the Executive Session was concluded. A motion was made by Claude Lancome and seconded by President

John Keenan go into Executive Session. All in favor, none opposed. SSUAC board adjourned into executive session at 8:35 am. The SSUAC Board completed its discussion and voted to come out of Executive Session at 8:42am. The Board returned its regular meeting at 8:42am.

Swanson reported the building is currently at 83% occupancy due to the non-renewal of SSU leases. She reported there are currently eight office spaces of various sizes available for rent. Swanson stated they entered into an agreement with a commercial real estate broker to market the expiring SSU lease spaces. In addition, the Enterprise Center has been marketing the spaces to the EC database. Swanson stated that due to COVID-19 she notified the City of Salem that it would not be able to serve as a polling location for the September and November 2020 elections.

Swanson reported that they were continuing efforts centered around workplace safety (distancing/configuration, disinfecting measures, and use of common areas). She stated that the Enterprise Center building would remain on key access only through the end of December. She reported the COVID19 building modifications include the building floors stripped and waxed, the restrooms deep cleaned, installation of plexiglass at the front desk and two portable hand washing stations in main corridors, social distancing floor decals, building signage and the purchase of a portable electrostatic sprayer for disinfecting. Swanson stated they were replacing fixed transom windows in the entrance corridor with windows and screens that will allow the windows to open and bring in fresh air. Swanson reported they were working with the Finance Committee to explore options regarding the HVAC systems and building ventilation in this COVID environment.

Swanson reported they replaced a failing eighteen-year old HVAC unit over the summer with a new, more energy efficient unit. She stated that FY20 ended with a higher than budgeted net ordinary income they were able to use those funds to purchase the unit without taking funds out of the savings or capital maintenance accounts. Swanson stated all the offices vacated by SSU in the 800 corridor was going to require painting and new carpets.

Swanson reported the Enterprise Center building mortgage loan modification had been approved by the lender. She stated the new mortgage modification extends the loan term by 10 years so the total loan term would be 25 years from the original closing date with a new maturity date in 2037.

Swanson reported that they ended FY20 in a solid financial position with than a higher net ordinary income than budgeted. She stated that the majority of income and expense accounts were in line by the end of the end of the fiscal year. The Board reviewed the financials and credit card statements.

Swanson presented the proposed final FY21 budget for the Board's approval. She reported the revised FY21 final budget had been reviewed and approved by the Finance Committee. Swanson stated they reviewed the FY20 year-end actuals and that any changes to the preliminary budget have been changed in the revised budget that includes an increase of overall income due to two SSU offices extended lease, an Eastern Bank Donation, two new technical assistance grants and reallocation funds of the Program Director who left in July. The revised expenses included restoring and stabilizing the staff through to FY21. Swanson stated she would conduct a mid-year budget review and present any additional budget adjustments at the January meeting. A motion was made by Mike Wheeler and seconded by Claude Lancome to approve the FY21 Budget. All in favor, none opposed.

Swanson reported that she was working with the Finance Committee and Attorney Bedingfield on pursuing a 501c3 for the Enterprise Center. She stated they should have more to report at the next meeting.

Swanson reported that she was invited to be a member of the Merrimack Valley Small Business Coalition. She stated the goal of the coalition was to build out a comprehensive set of programs and services to support small businesses in the Merrimack Valley. Swanson also reported that she continues to serve as a member of the City of Salem Economic Development Recovery and Revitalization Task Force (EDRR).

Swanson reported they created a small business technical assistance program which provides self-selected, personalized consulting services and extended peer group advisory support. Swanson reported they received a grant from the City of Salem. She stated the grant proposal submitted to Merrimack Valley included a partnership program with Amplify Latinx and Surfside Capital to offer a Latino Business Recovery program.

Swanson discussed operational changes, the rethinking of the programming to assist businesses with the challenges that they are facing due COVID-19 pandemic with the Board. She stated they will continue to explore solutions, expand and maintain relationships & partnerships, pivot workshops and new programming. Chairman Hall stated that the work that Laura Swanson does is absolutely remarkable. Claude Lancome thanked Swanson and her staff for all their efforts in since the start of COVID-19.

Swanson reported the North Shore Alliance for Economic Development was waiting for the release of the RFP for FY21 REDO Grant. Swanson stated the Alliance continues its weekly radio show North Shore Conversations on 104.9FM. Swanson reported she continues to participate in the weekly telephone briefing hosted by Housing & Economic Development Secretary Mike Kenneally. Swanson reported the Alliance had a virtual Community Planners meeting scheduled for September and the City of Salem would be the host community.

A motion to adjourn the meeting was made by Mike Wheeler and seconded by Claude Lancome. All in favor, none opposed. The meeting adjourned at 9:24am.