



(APPROVED)

**Salem State University Assistance Corporation
Board of Directors Meeting Minutes
November 15, 2021**

Present via Zoom: Mike Wheeler, Claude Lancome, Helen Corbett, Tom Daniel, Beth Debski, Anthony Nickas, Rinus Oosthoek and Mayor Kim Driscoll. **Guests:** Laura Swanson, Noreen Hazelton, and Terry Brancato.

The Meeting was called to order by Board Chairman Mike Wheeler via Zoom at 8:00 am.

A motion was made by Rinus Oosthoek and seconded by Tom Daniel to approve the Board meeting minutes of September 20, 2021. All in favor, none opposed.

Chairman Wheeler reported the 2022 SSUSC Board of Directors meeting schedule was included in the Board Packet. Wheeler announced the resignation of Board Member Sally Janulevicus due to her appointment as a District Court judge. Wheeler reported he was appointed SSUAC Board Chair by the Salem State University Board of Trustees and that copies of both Board communications were included in their Board packet.

Chairman Wheeler stated that President Keenan was unable to attend the meeting. Executive Director Swanson reported that President Keenan conveyed to her that SSU had received two responses to the RFP for the Salem Diner.

Finance Committee Chair Anthony Nickas reported that the Finance Committee continues to meet with Swanson and her team as needed and small cosmetic projects have been completed in the Enterprise Center building. Swanson reported that the City of Salem's indoor mask mandate had expired and masks were no longer required inside the Enterprise Center building. She stated the Enterprise Center staff continues to sanitize the common areas and the sanitizing and hand washing stations remain in the building.

Swanson presented the financials and reported the year-to-date total income is under budget by approximately \$43,000 resulting in a year-to-date negative net ordinary income of \$35,000. She stated the overall income was under budget primarily due to the timing of grant program income and continued vacant spaces. Swanson stated that while the total year-to-date expenses are under budget primarily due to the timing of grant program expenses, Facility Expenses were over-budget by approximately \$18,000 due to costs associated with the Glassblowing Studio and repairs identified through scheduled service maintenance. Swanson stated they would be advertising the vacant spaces through Google Ads for the next two months.

Swanson reported significant capital expenses due to the unexpected repairs and costs of an outdated zoning control board, damper sensors and thermostats that provides regulated heat and cooling to seven offices/zones in the building and costs of the a new HVAC system and other services related to the

Glassblowing Studio Swanson stated that continues to work with the Finance Committee on a capital maintenance plan for the building.

Swanson reported that she continues to meet with Bertolon School Dean Raminder Luther on a regular basis. She stated they will finalize the survey that will be sent to the Bertolon School faculty after the first of the year. Swanson reported the Merrimack Valley Small Business Technical Assistance Grant Program has six businesses confirmed to participate in a CEO group that will be offered in Spanish. Swanson reported they are working on a Winter workshop schedule. She stated that they will be partnering with SCORE to launch virtual counseling sessions at the Enterprise Center in the new year.

Swanson reported that the Alliance submitted an FY22 REDO Grant application; however, the MOBD has yet to announced the grant award recipients. Swanson stated the Alliance partnered with Mass Hire Career Center on a four-day Municipal Job Fair made up of six communities. Swanson reported they also interviewed the Personnel/HR Directors on the Alliance's 104.9 radio show to promote the individual communities and job opportunities.

Chairman Wheeler questioned if there were any further matters to come before the Board; no response there were none. A motion to adjourn the meeting was made by Claude Lancome and seconded by Rinus Oosthoek. All in favor, none opposed. The meeting adjourned at 8:33 am.