



(APPROVED)

**Salem State University Assistance Corporation
Board of Directors Meeting Minutes
May 16, 2022**

Present: Claude Lancome, Beth Debski, Elizabeth Haran, Rinus Oosthoek, and Anthony Nickas, John Keenan (8:12am), Mike Wheeler (8:20 am), and Tom Daniel (8:28 am). **Guests:** Laura Swanson and Terry Brancato. **Conference Call:** Kim Crowley

The Meeting was called to order by President John Keenan at 8:12 am.

President Keenan asked for a motion to approve the March 21, 2022 Board minutes. Board Member Beth Debski stated she attended the March 21st meeting and asked the minutes be amended to record her as attending. A motion was made by Rinus Oosthoek and seconded by Claude Lancome to amend the minutes to reflect Board Member Debski as attending and approve the Board meeting minutes of March 21, 2022. All in favor, none opposed.

Swanson reported that the Management Service Agreement between Salem State University Assistance Corporation and the North Shore Alliance for Economic Development expires on June 30th. She stated that while the Agreement automatically renews she wanted to bring it to the Board for discussion and approval. Swanson reported there were no changes to the terms of the FY23 Agreement and that the Alliance Board met on May 12th and voted to continue and approve the FY23 Management Service Agreement. The Board discussed the work load to the EC staff, memberships, Alliance initiative/projects and the possibility of increasing the annual amount in the future. Swanson reported the Enterprise Center and Alliance partner on small business support programs and that it has been a mutually beneficial arrangement for each organization.

Chairman Mike Wheeler arrived at 8:20am.

A motion was made by Claude Lancome and seconded by Beth Debski to approved the FY23 Management Service Agreement between the Salem State University Assistance Corporation and the North Shore Alliance for Economic Development at a fee no less than \$18,000 annually. All in favor, none opposed.

Finance Manager Kim Crowley presented to the Board the year-to-date Financials through April 30th. She reported that the year-to-date Total Income was under budget by approximately \$15,597 primarily due to the projected vacancy replacement income being under budget and the timing of two grant projects. Crowley reported that the year-to-date Total Expenses were over budget by approximately \$2,572 with a majority of the overage related to building Repairs & Maintenance resulting in a Net Ordinary Loss of (\$12,242) through April 30th.

Crowley presented to the Board the FY22 Year-End Projections which reflected the actual income and expense amounts through April 30th, monthly projections for May and June with the total of the actual

and projected amounts compared to the FY22 Final Approved Budget. Crowley reported that based on current projections, they are anticipating the year to end in a deficit of (\$2,878) primarily due to rental income being under budget and repairs and maintenance expenses being over budget throughout the year.

Board Member Tom Daniel arrives at 8:28am.

Swanson stated that the projected a Net Ordinary Loss of (\$2,878) does not include any additional unexpected building repairs or any new tenant income that could occur in May and June. She notified the Board they would be purchasing a new hot water heater but was unsure of the cost. Swanson thanked President Keenan for a new tenant referral. Swanson reported that during COVID and throughout FY22 an overwhelming majority of tenants paid their rent on time and in full. Board Member Daniel asked for a Capital/Maintenance update. Swanson reported that she had spoken with someone about preparing that scope of work and was told it could cost approximately \$50,000. She reported she has been working with her staff in developing an internal plan that would focus on the HVAC and operating systems and the exterior and interiors of the building. Swanson reported they are exploring financing options to address the aging HVAC systems.

Crowley presented the Preliminary FY23 Budget. She reported the Preliminary FY23 was a balanced budget, reflecting reliable rental payments of non-SSU tenants, vacancy replacement lease income and staff retention. Swanson thanked President Keenan for SSU's continued funding. Crowley walked the Board through the income and expense account line items explaining any variations. Swanson stated that she will be working with the Finance Committee to finalize the FY23 Budget after the fiscal year closes on June 30th. She stated they will make any necessary adjustments and will submit a Final FY23 Budget for Board approval at the September Board meeting. A motion was made by Claude Lancome and seconded by Tom Daniel to approve the preliminary FY23 Budget. All in favor, none opposed.

President Keenan reported that due to the increase of COVID in Massachusetts they will be recommending wearing masks on campus but it will not be a requirement. President Keenan stated the University will be holding five in-person commencement ceremonies. He stated the University continues to focus on Project Bold, selling South Campus, planning for the fall and the continuation of a hybrid/remote staffing model. President Keenan reported he has spoken with Mayor Driscoll about the Salem Diner and anticipates putting out another RFP.

Finance Chairman Anthony Nickas stated the Finance Committee continues to meet regularly with Swanson and her team and they are monitoring the finances closely. Nickas stated that Swanson and her group have done a great job in managing all of this during COVID. Nickas reported the 5013C was filed and it can take up to six to eight months for a determination.

Swanson stated that in lieu of discussing her Executive Director's report she would like to take the Board on a tour of the Enterprise Center building to view the vacant spaces. Chairman Wheeler asked if there was any new business or further matters to come before the Board before beginning the building tour. As 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 9:27 am.