Chairwoman Schmidt called the meeting to order at 6:18 p.m.

PROXY VOTE REVIEW – CHAIRWOMAN LORI SCHMIDT

The Board Chair recognized to the board members that a quorum was in order to conduct business.

MINUTES

Copies of the minutes were made available in member packets.

The minutes of the November, 2018 meeting were approved on motion by Chuck Bennett and seconded by Rob Witherell. The motion passed unanimously.

FINANCE COMMITTEE

Chris Casavale presented new financial dashboard reports and what information they demonstrate. The Authority overall is in good shape with the line of credit remaining at $0.
The Finance Committee report was approved on a motion by Chuck Bennett and seconded by Rob Witherell. The motion passed unanimously.

**SECRETARY REPORT**

Correspondence was circulated and presented as part of the board packet. Bob Value provided perspective on the CTP letter regarding the SVA involvement regarding SEWN.

The Secretary report was approved on a motion by Chris Casavale and seconded by Chuck Bennett. The motion passed unanimously.

**PERSONNEL COMMITTEE**

The Personnel Committee did not have a report for this time period.

**DEVELOPMENT COMMITTEE**

The Development Committee did not have a report for this time period.

**PROGRAM/TECH REVIEW COMMITTEE**

The Program/Tech Review Committee did not have a report for this time period.

**STAFF REPORTS**

Tom Croft provided the Executive Director Report noting the following highlights:

- Steel Cities Roundtable
- Labor Capital Fellowship
- SEWN Advisory Board meetings in Eastern PA
- Tyler had a question regarding the national conversation on employment practices and whether SVA/SEWN should be involved. Related to labor standards and better worker policies.

Bob Value provided the following highlights on SEWN:

- 40 Active Clients
- Last round of SAPDC referral program through November 2019
- Two potential new clients include one Shark Tank sustainable product
- Began a conversation with TMA regarding SEWN outreach
- Completed a stress list mailing to PA manufacturers
- Updated financial protocols

Carrie Mihalko provided the following highlights:

- Began the process of converting the SEWN database over to Salesforce with assistance from World Class Industrial Network
- Still working on the Manufacturing Alliance idea

**RESOLUTIONS**

Resolution 19-01 for the Healy & Hornack as Solicitor
Resolution 19-02 for services from Eckert Seamans
Resolution 19-03 for application for ARC POWER grant

*All Resolutions were approved on a motion by Chris Casavale and seconded by Chuck Bennett. The motions passed unanimously.*

**OLD BUSINESS**

No old business to report.

**NEW BUSINESS**

No new business to add.

The formal meeting adjourned at 7:02 p.m.